ACT Enterprise User Guide

Access Control Technology

ACT specialises in the design and creation of superior quality access control hardware and software products. Combining reliability and quality with engineering expertise and innovation, the ACT product portfolio has a functionality that is user friendly, effective and well developed in line with the demands of the market.

Document Notices

This manual refers to ACT Enterprise version 1.0 and above. Access Control Technology Ltd. reserve the right to change the contents of this manual and the system it applies to without prior notice.

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1 About This User Guide

This user guide contains two sections:

- Procedural ("How to") information on common tasks you may want to perform with ACT Enterprise.
- Reference material for each of the screens in the four main ACT Enterprise modules (ACT Monitor, ACT Manage, ACT Install, and ACT Server). Where appropriate the procedures reference additional information in the Reference section.

1.1 Terminology

The following terminology is used in the user guide content:

- Operator / DB User = Person using ACT Enterprise software
- User = Person whose access is managed by the ACT software/system
- Installer = Person who installs the physical hardware
- Customer = Company who is benefiting from the Access Control System

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2 General Information

2.1 Navigating Client Interfaces

ACT client software is designed with common layout characteristics and features. A sample interface is shown below, and the corresponding table describes the numbered features.

The following table describes each of the navigation features on the screen.

No	Feature	Description
1	Back and Next buttons	These allow you to navigate backwards and forwards between screens already visited.
2	Product name	This shows you which ACT module you are currently using.
3	User	This shows which operator (DB User) is currently logged in to the software.

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No	Feature	Description
4	Help	This link opens the online help, where you can get more information related to the tasks you are performing.
5	Sign Out	This lets you log out of the current client.
6	Screen name	This label gives the name of the screen you are currently on. The *Home* screen shows quick links to popular tasks.
6b	Sub-screen name	The sub-screen label reflects a specific tab you are on, or an item's name when adding/editing an item, such as a user.
7	Menus	The menus allow you to navigate to particular screens in the software. If a menu has sub-options, when you click the menu name a list of the options appears below it in the menus area and you should click the option you want; if a menu has no sub-options, the screen for the menu item appears in the main area of the screen.
8	Main Screen	This is where the data/settings corresponding to the selected menu item/option are shown.
9	Hyperlinks	If an item in search results is displayed in blue text, it is a hyperlink. Click it to view more detailed information on that item.

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No	Feature	Description
10	Page forward ( ) Page back ( )	Click to move backwards and forwards through a series of records.

2.2 Login Screen

To log in to your selected ACT Enterprise client software, launch the client and on the login screen enter your username and password.

If there is a problem connecting to the server, an error with details of the problem is displayed.

Click **Enterprise Server Settings** to access a screen where you can edit/test your connection to the server (see page 10).

2.3 Enterprise Server Settings

The following table describes the data that appears on the *Enterprise Server Settings* screen.

Field Name	Description
Host Name or IP	The name or IP address of the ACT Enterprise server.
Port	The communication port for the ACT Enterprise server.
Test Connection	Click to test the connection to the specified host and port. An on-screen message indicates whether the connection succeeded. If you edited the server details and want to save the changes, click **Save**. Otherwise, click **Cancel** to return to the login screen.

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2.4 Exporting

On a number of screens, you will see an **Export** option in the top right-hand corner (

). In this case, the data displayed on the screen may be exported to a CSV (Comma Separated Value) file. The separator character used in the exported file is set on the *Settings - General* tab (see page 192).

Click **Export**, and in the dialog that appears specify the required file name and location, then click **Save**. The file may be opened later in a text editor, or a spreadsheet software such as Microsoft Excel.

2.5 Printing

On a number of screens, you will see a **Print** option in the top right-hand corner (

). In this case, the data displayed on the screen may be printed using any configured printing device on your local machine.

Click **Print** to open the *Print* dialog for your computer, from which you can select your preferred printer.

2.6 General Tips on Searching

- When you enter text in a search field, the system searches for both full and partial matches.
  For example, consider searching for a user record using the search term "Ann" in the Name field. A user's name is made up of their first name and last name, and if the specified term appears anywhere in either of these, it is considered a match. So searching for "Ann" might show results for "**Ann**-Marie Boyle", "Jo**ann**e Murphy", and "Joseph H**ann**".
- To sort search results alphabetically by the values in certain columns, click the column title. The first click sorts the information in alphabetic order (A to Z) or numeric order (0-n). Click a second time to sort in reverse-alphabetic order (Z to A) or reverse-numeric order (n-0). Search results can only be sorted by the values in certain columns. Search result descriptions throughout this Help system indicate which data you can use to sort records.
- When sorting search results, if multiple pages of search results are returned, sorting all results returned is limited to user listings only, and only applies for the user name, group number, and user number columns. On other pages and for other values on user listings screens, only the results shown on the current page of search results are sorted.

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2.7 User Lookup Screen

The following table describes the search fields available on the *User Lookup* screen.

See below for information on the data in each of the columns on the *User Lookup* screen search results area (see page 13).

Field Name	Description
Search	Enter all or part of the registered name for the user whose record you want to view and click the **Search** icon ( ). A list of matching records is displayed in the *Search Results* area. **Example:** Searching for "Ann" might show results for "**Ann**-Marie Boyle", "Jo**ann**e Murphy", and "Joseph H**ann**".
Advanced. Click **Advanced** to see the following additional search fields.	
User Number	Enter the user's number. The system will return an exact match if found.
Card number	Enter the user's card number. The system will return an exact match if found.
First Name	Enter all or part of the user's first name.
Group	Select the group to which the user is assigned.
Batch Number	Enter the user's batch number.
Last Name	Enter all or part of the user's last name.
Selectable field	At the final search field, select one additional user field to search on, and enter matching text.

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The following table describes each of the columns on the *User Lookup* screen search results area.

Column Name	Description
No	The unique number that identifies this user on the system. (Sortable.)
Name	The user's name. (Sortable.)
Group	The group this user is a member of. (Sortable.)

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3 How To

3.1 Managing Users

3.1.1 Add a User

A user is a person who holds an access control token (card, fob, PIN, biometric, etc.) and whose access is managed through the ACT software.

You can add and edit users through ACT Manage.

When you add a user, you can specify profile details such as their name, user group, validity period, PIN numbers (if applicable) and card details.

You can:

- Create a permanent user (see page 15)
- Create a temporary user (see page 16) - Fewer details are specified for temporary users, making setup quicker.
- Create a new user based on an existing user (see page 17)

You can specify a validity period for both permanent and temporary users - this allows you to limit the date/time range during which they will have access rights. Once a user is registered on the system, you can reset their validity period at any time to allow/disallow access without having to delete and recreate the user each time they need access.

A user's basic access rights are inherited from the User Group to which they are assigned, but you can grant additional access rights on a per-user basis using the **Extra Rights** tab on the *User Details* screen (if you have the appropriate extra memory installed on your controllers).

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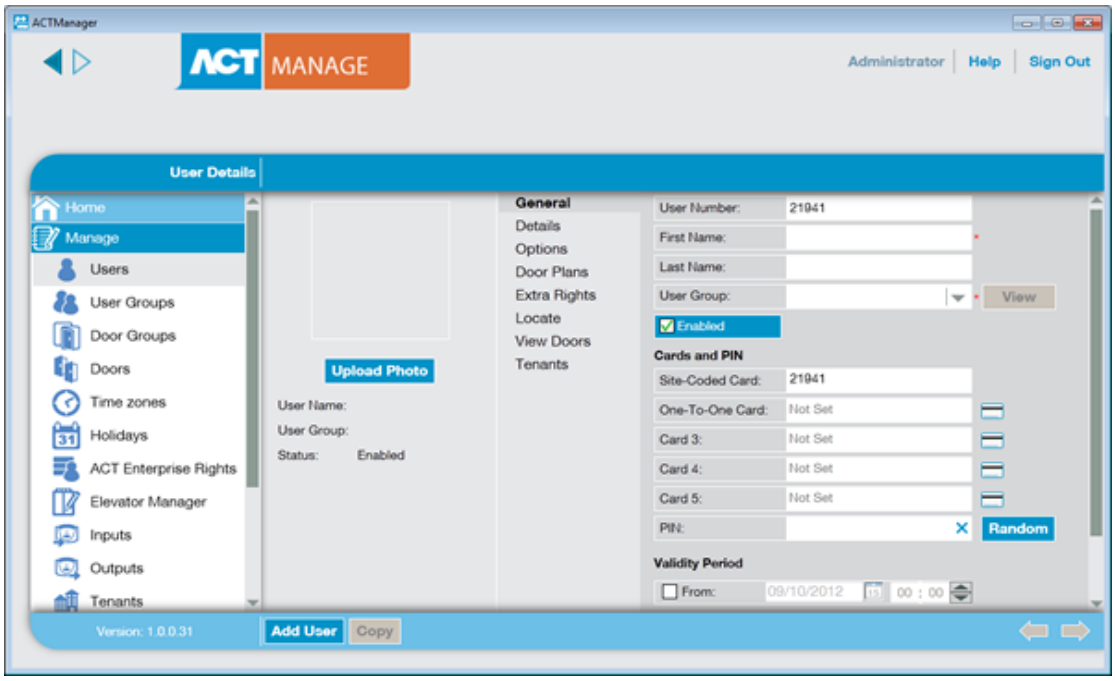
Adding a permanent user

1. In ACT Manage, click **Add User** on the *Home* screen, or click **Manage - Users**, then click **Add User** in the top right corner of the *Users* screen.

   The *User Details* screen appears.



2. On the *User Details* screen, enter information about the new user.
   For more information on the tabs and fields available on this screen, see User Details Screen (see page 110).

3. Click **Save** to create a record for a permanent user based on the supplied information.

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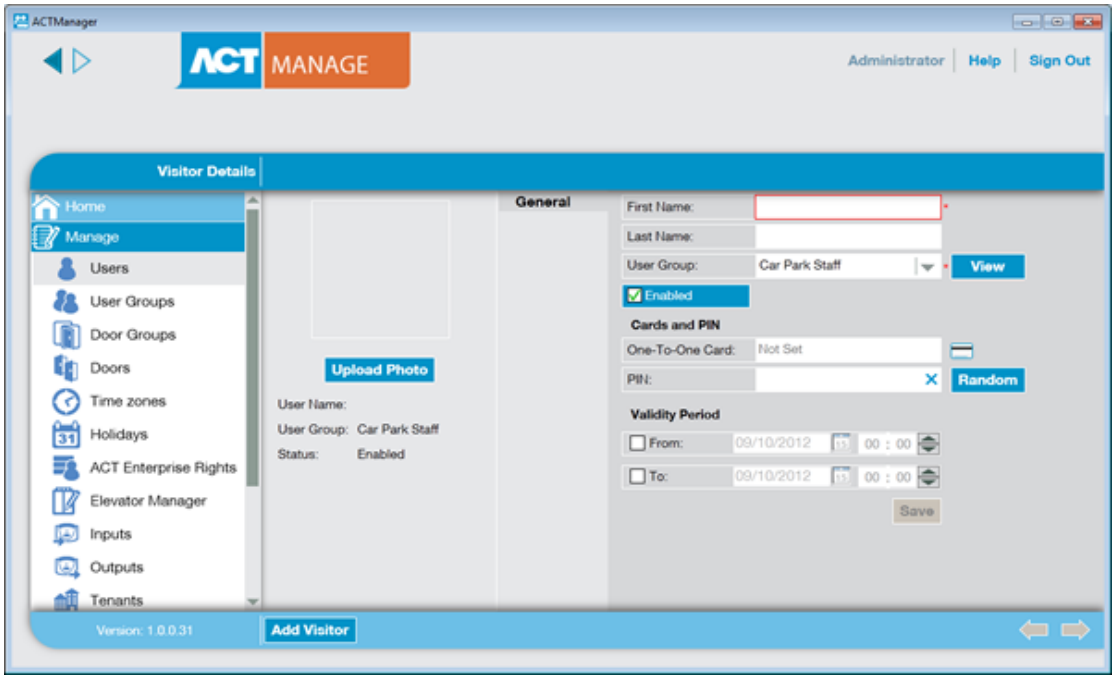
Adding a temporary user

1. In ACT Manage, click **Manage - Users**, then click **Add Visitor** in the top right corner of the *Users* screen.

   The *Visitor Details* screen appears.



2. On the *Visitor Details* screen, enter information about the new temporary user. For more information on the tabs and fields available on this screen, see Visitor Details Screen

3. Click the **General** tab, then click **Save** to create a record for a temporary user based on the supplied information.

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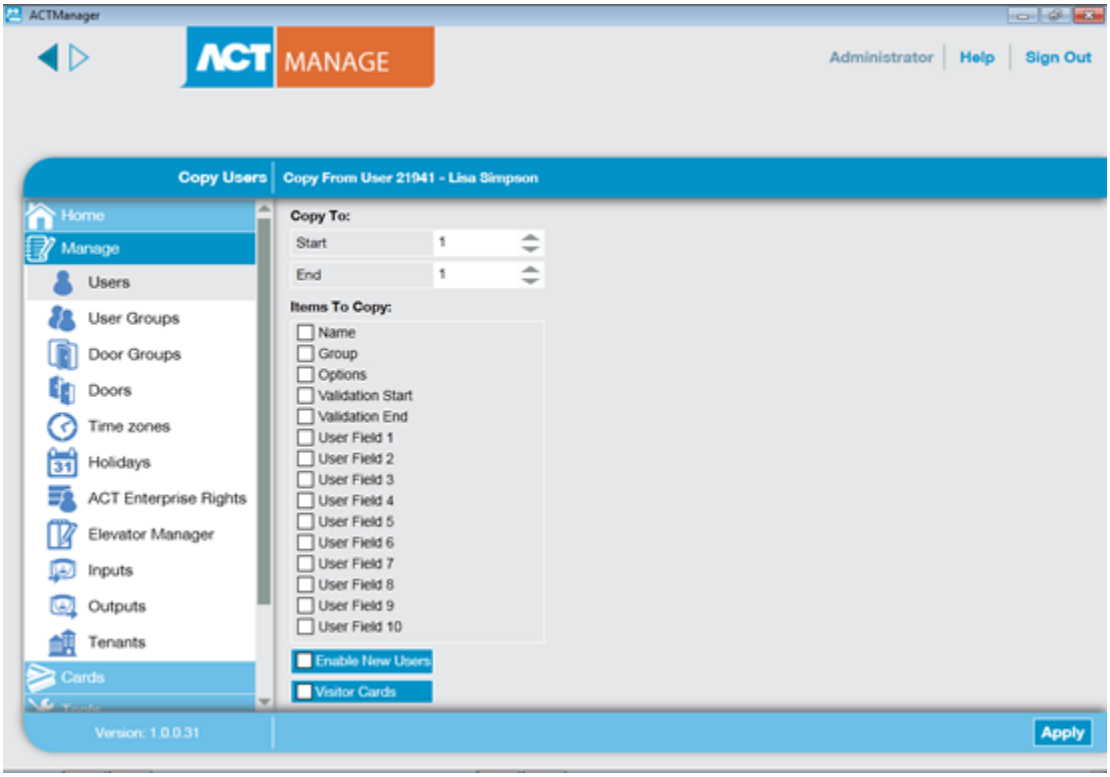
Copying an existing user

1. In ACT Manage, click **Manage - Users**, then using the *Search*/*Advanced Search* options on the *Users* screen, find and select the existing user you want to base your new user(s) on.
   For more information on the search options on the *Users* screen, see Users Screen (see page 107).
2. On the *User Details* screen, click **Copy**.

   The *Copy Users* screen appears.



3. Specify the start and end range of users you want to copy selected details to. If the users already exist, their current details will be overwritten. If they do not already exist, users with the copied details will be created.
   You should verify whether or not user IDs in the specified range are already in use before you copy user details.
4. Select the check box for each property from the selected user you wish to copy to the specified existing/new users.
5. To enable any new users created by the operation, select the *Enable New Users* check box.
6. To assign visitor cards for any new users created by the operation, select the *Visitor Cards* check box.

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7. Click **Apply**. The selected details are copied to the specified new/existing user records.

   If you created new users, you may want to edit additional properties for them on the *User Details* screen now.

Notes:

- *First Name* and *User Group* are mandatory fields for permanent and temporary users. At a minimum, you must specify values for these before you can save a new user record.
- The user's PIN will default to the PIN of their assigned User Group unless you specify an alternative PIN.
- The *User Number* and *Site-Coded Card* (on site-coded systems, for permanent users only) fields are automatically populated with the next available numbers.

3.1.2 Check Which Doors a User Can Access

You can select any system user in ACT Manage and view a list of all the doors they have been granted access to.

Checking which doors a user can access

1. In ACT Manage, click **List Users** on the *Home* screen, or click **Manage - Users**, then using the *Search*/*Advanced Search* options on the *Users* screen, find and select the user whose access rights you want to check.
   For more information on the search options on the *Users* screen, see Users Screen (see page 107).
2. Click the **View Doors** tab on the *User Details* screen.

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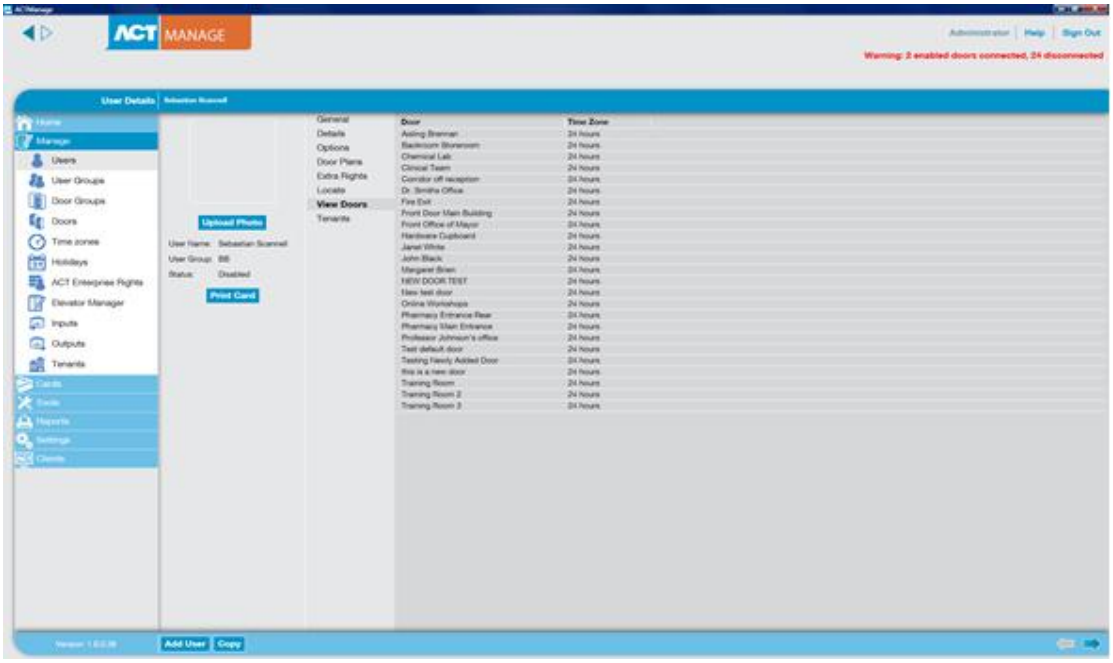

3. The panel on the right lists all doors the user has access to, and the time zone during which their access rights are valid.

   Note: Door access is determined in three ways:
   1. The user gets access to all doors granted through their user group's access rights.
   2. The user can have extra rights assigned.
   3. The user can have door plans assigned.

3.1.3 Set Access Rights for an Individual User

In ACT Enterprise, all users must be a member of a user group, and they inherit their basic access rights from that user group.

ACT Manage allows you to assign additional access rights for door groups to a specific user using the **User Details - Extra Rights** tab, or to access rights for individual doors using the **User Details - Door Plans** tab. Each controller must have an additional memory card installed.

The **Extra Rights** tab allows you to assign up to 16 extra door group and time zone combinations to the user. These are only available for controllers with the right capabilities, including extra memory. Please consult your access control installer if you want this option made available. A user can access the set of doors during the period specified by the corresponding time zone.

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The **Door Plans** tab allows you to assign specific doors with time zones to a user. These are only available for controllers with the right capabilities, including extra memory. Please consult your access control installer if you want this option made available.

For more information on creating user groups, see Add a User Group (see page 26).

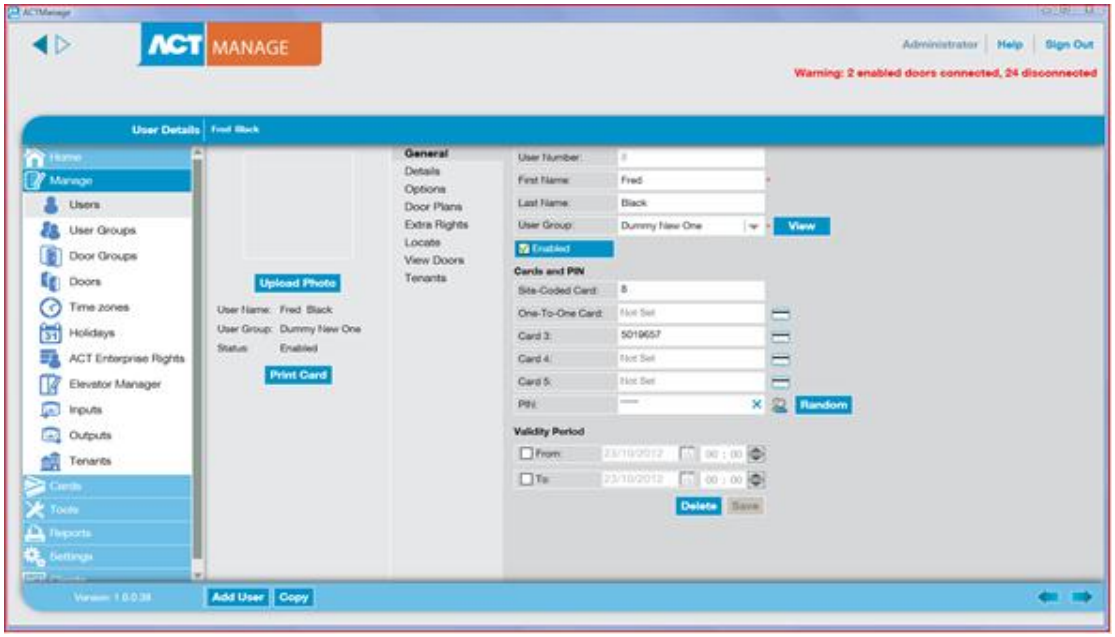
For more information on creating users, see Add a User (see page 14).

For information on creating time zones, see Add a Time Zone (see page 81).

For more information on specifying group access rights, see Set Group Access Rights (see page 28).

Setting access rights for a door group for an individual user

1. In ACT Manage, click **Manage - Users**, then using the *Search*/*Advanced Search* options on the *Users* screen search for the user for which you want to set access rights.
   For more information on the search options on the *Users* screen, see Users Screen (see page 107).
2. Click the user's name in the search results area to view details of that user on the *User Details* screen.
3. Click the **Extra Rights** tab on the *User Details* screen.
   The panel at the bottom of the screen shows the door/time zone combinations the user has inherited from their user group.



4. Select the *Time Zone* for extra rights you want to assign to the user.
5. Select a door group from the *Available Door Groups* list and click the right-arrow ( ) to add it to the *Extra Rights* list.
   or
   To add access to all door groups for the selected time zone, click the double-right-arrow ( ). If there are more than 16 door groups, you will see a warning message and only the first 16 will be copied across.

   Note: The right-arrow is disabled ( ) until you have selected both a time zone and a door group. The double-right arrow is disabled ( ) until you have selected a time zone.
6. Click **Save** when you have added all required extra rights.

Setting access rights for a door for an individual user

1. In ACT Manage, click **Manage - Users**, then using the *Search*/*Advanced Search* options on the *Users* screen search for the user for which you want to set access rights.
   For more information on the search options on the *Users* screen, see Users Screen (see page 107).
2. Click the user's name in the search results area to view details of that user on the *User Details* screen.
3. Click the **Door Plans** tab on the *User Details* screen.
   The panel at the bottom of the screen shows the door/time zone combinations the user has inherited from their user group.

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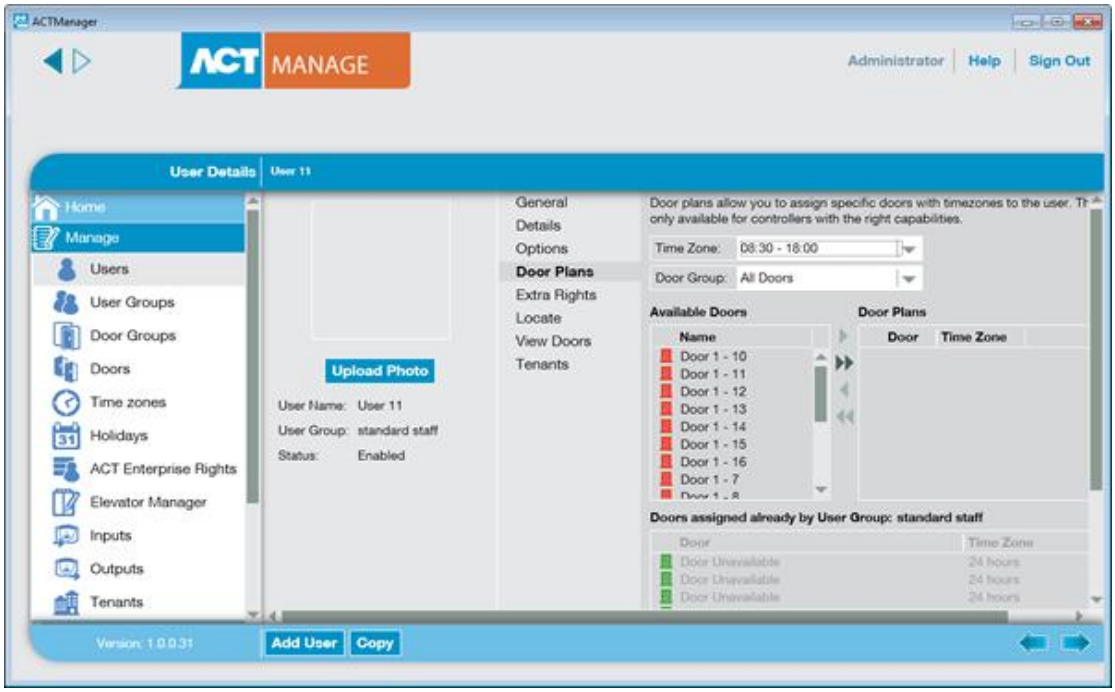

4. Select the *Time Zone* for the door plans you want to assign to the user.
5. Select a door group from the *Door Group* drop-down list.
   The *Available Doors* list shows the doors in the selected door group.
6. Select a door from the *Available Doors* list and click the right-arrow ( ) to add it to the *Door Plans* list.

   or
   To add access to all doors for the selected time zone and door group, click the double-right-arrow ( ).

   Note: The right-arrow is disabled ( ) until you have selected a time zone, door group and door.
7. Click **Save** when you have added all required door plans.

3.1.4 Extend User Validity

You may optionally assign a validity period to users.

- If you do not specify a validity period, the user is always valid.
- If a *From* validity date and time is specified, this is the time from which the user is allowed access. Access is denied to the user before this time.
- If a *To* validity date and time is specified, this is the last time that access will be allowed to the user. After this time, access will be denied.
- Some controllers also support a validity time, as well as date. If no time is specified, or the controller doesn't support a time, the assumed time is midnight on the specified date.

ACT Manage allows you to:

- Extend the validity of a single user (see page 23)
- Extend the validity of multiple users (see page 24)

Extending the validity of a single user

1. In ACT Manage, click **Manage - Users**, then using the *Search*/*Advanced Search* options on the *Users* screen search for the user for which you want to extend validity.
   For more information on the search options on the *Users* screen, see Users Screen (see page 107).
2. Click the user's name in the search results area to view details of that user on the *User Details* screen.

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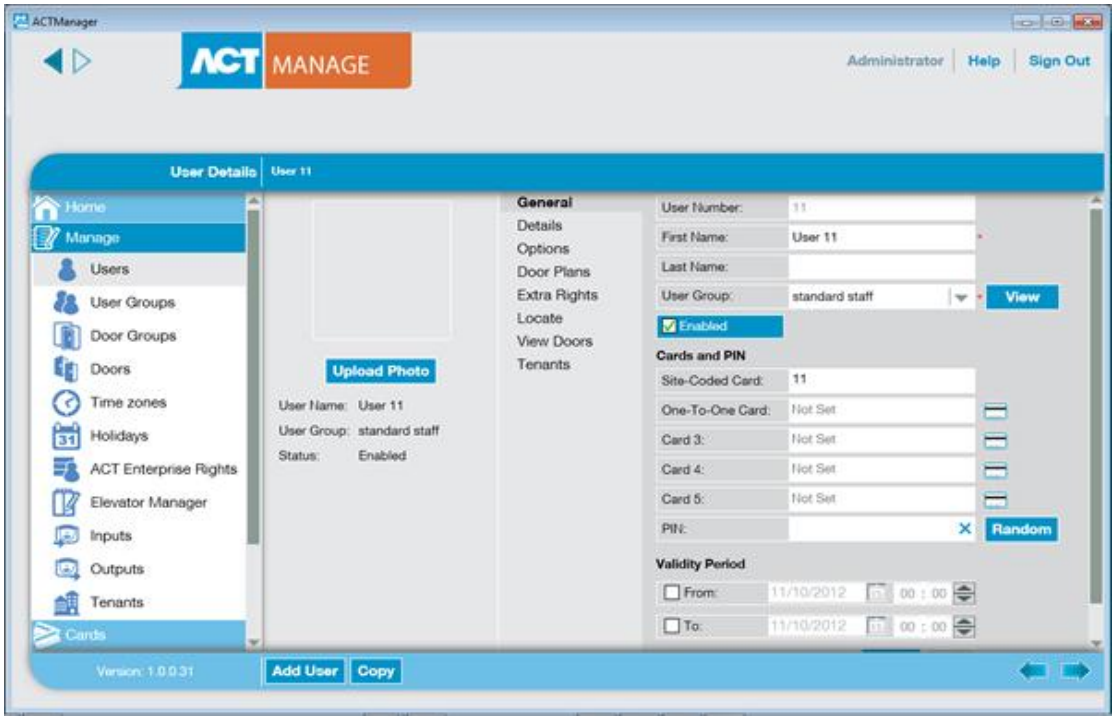

3. At the bottom of the **General** tab, under *Validity Period*, ensure the *To* check box is selected, then enter a new *To* date and time for the user's validity.

4. Click **Save**.

Extending the validity of multiple users

1. In ACT Manage, click **Manage - Users**, then using the *Search*/*Advanced Search* options on the *Users* screen search for the users for which you want to extend validity.
   For more information on the search options on the *Users* screen, see Users Screen (see page 107).
   or
   In ACT Manage, click **Reports - Validate Users**, then using the *Search*/*Advanced Search* options on the *Validate Users* screen search for the users for which you want to extend validity.
   For more information on the search options on the *Validate Users* screen, see Validate Users Screen (see page 189).

2. Select the check box for each user whose validity you want to extend.

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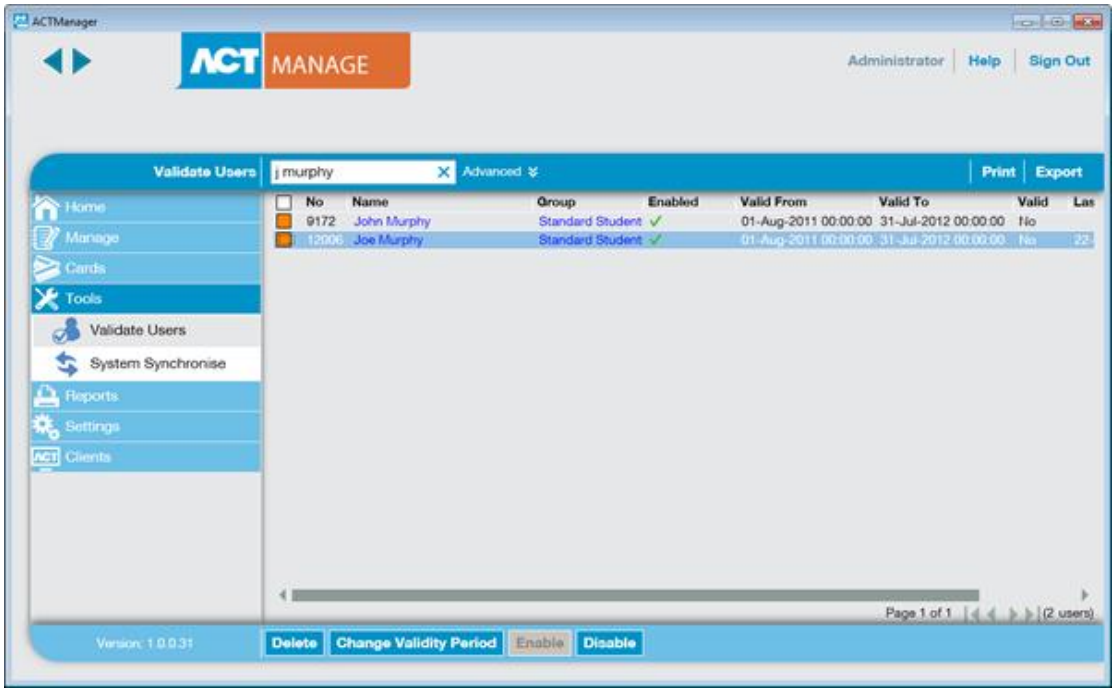
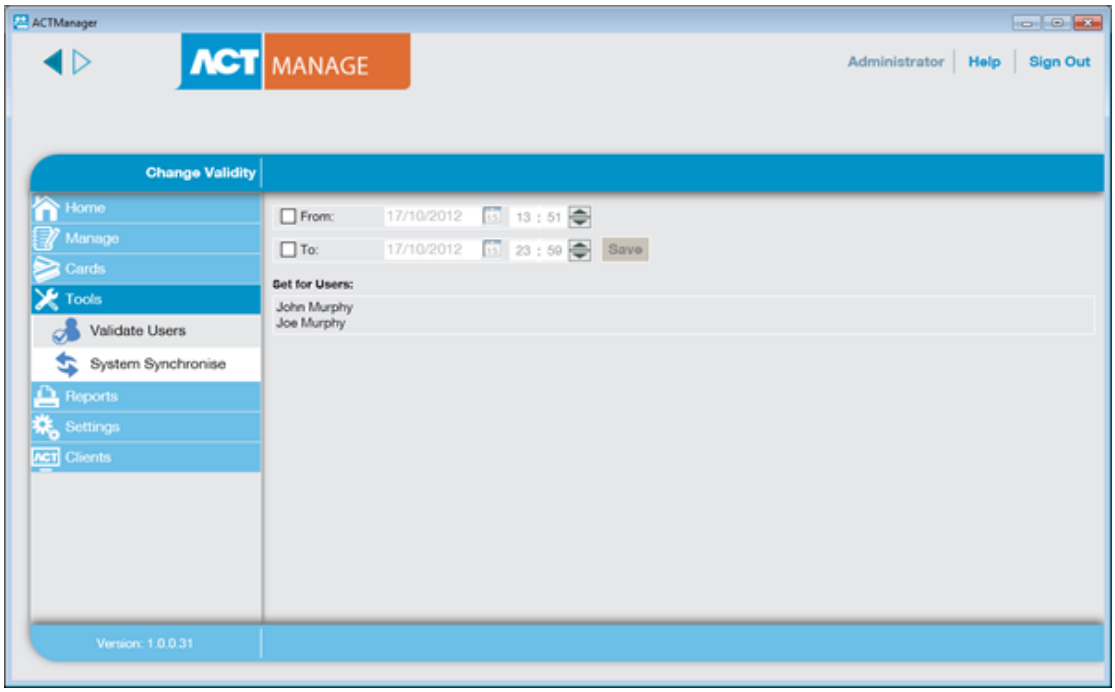


3. Click **Set Validity** on the *Users* screen, or **Change Validity Period** on the *Validate Users* screen.



4. Select the *To* check box, then enter a new *To* date and time for the users' validity.

5. Click **Save**.

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3.1.5 Add a User Group

User groups are used to define common settings and access rights for a set of users.

When you create a user profile, you select one user group to which the user belongs, and their access rights are those assigned to that group. If the group's rights change, then so do those of all members of the group.

If required, users can be assigned additional access rights on the User Details - Extra Rights Tab (see page 116) or User Details - Door Plans Tab (see page 115).

ACT Manage allows you to create and edit user groups.

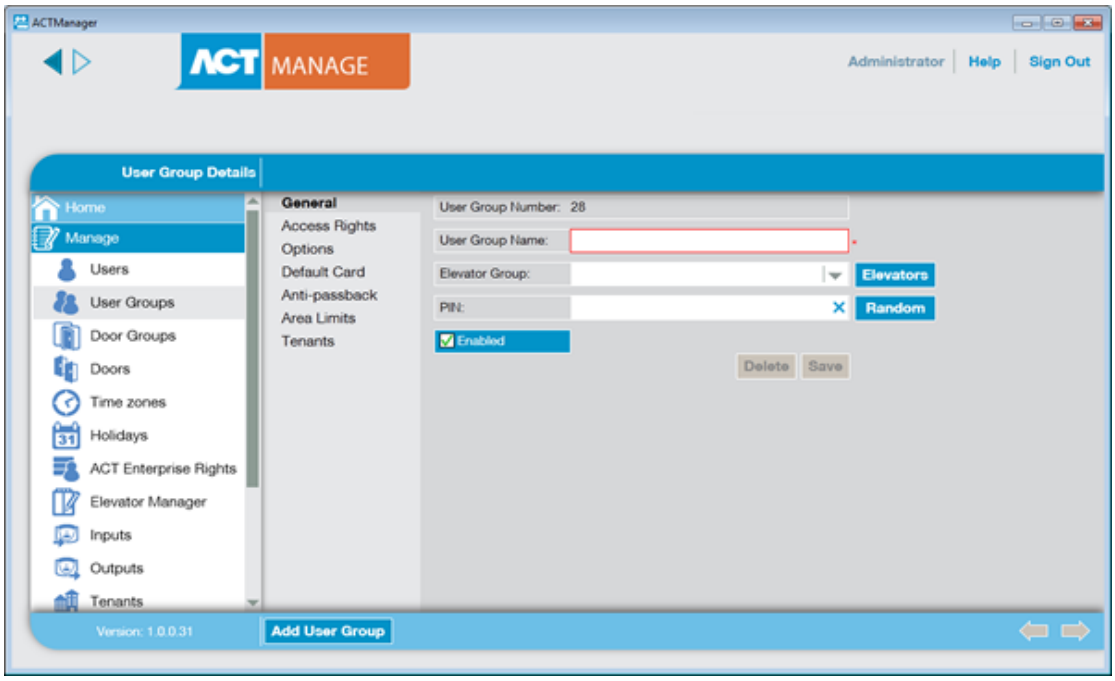
You can:

- Create a user group manually through the *User Group Details* screen (see page 26)
- Create a user group using the *User Group Wizard* *(see page 26)*

Add a user group through the User Group Details screen

1. In ACT Manage, click **Manage - User Groups**, then click **Add User Group** in the top right corner of the *User Groups* screen.

   The *User Group Details* screen appears.

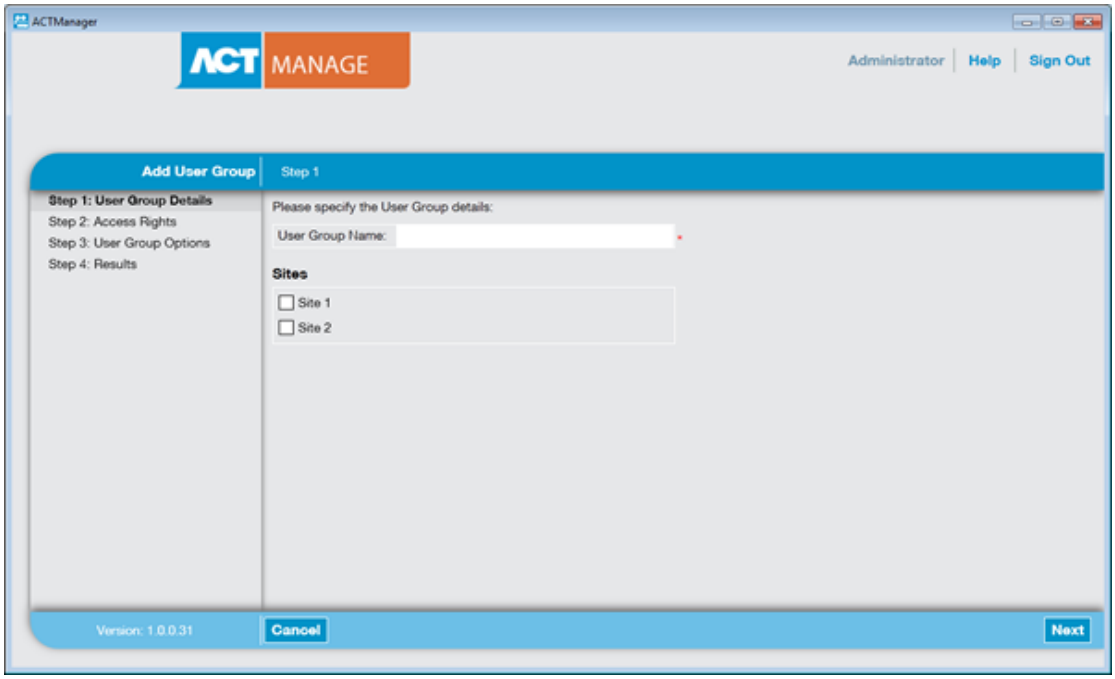


2. On the *User Group Details* screen, enter information about the new user group.
   For more information on the tabs and fields available on this screen, see User Group Details Screen (see page 124).

3. Click **Save** to create a record for the user group.

Add a user group using the User Group Wizard

1. In ACT Manage, click **Add User Group** on the *Home* screen to open the *Add User Group Wizard* which walks you through adding a user group step by step.



2. Follow the wizard's onscreen instructions to add a new user group, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

   Note: User groups can optionally be assigned to particular tenancies by selecting one or more sites on the first screen of this wizard. For more information on tenancies, see About Tenancy (see page 159).

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3.1.6 Set Group Access Rights

In ACT Enterprise, all users must be a member of a user group, and ACT Manage allows you to set up to eight door group/time zone combinations to specify access rights for all users assigned to a user group.

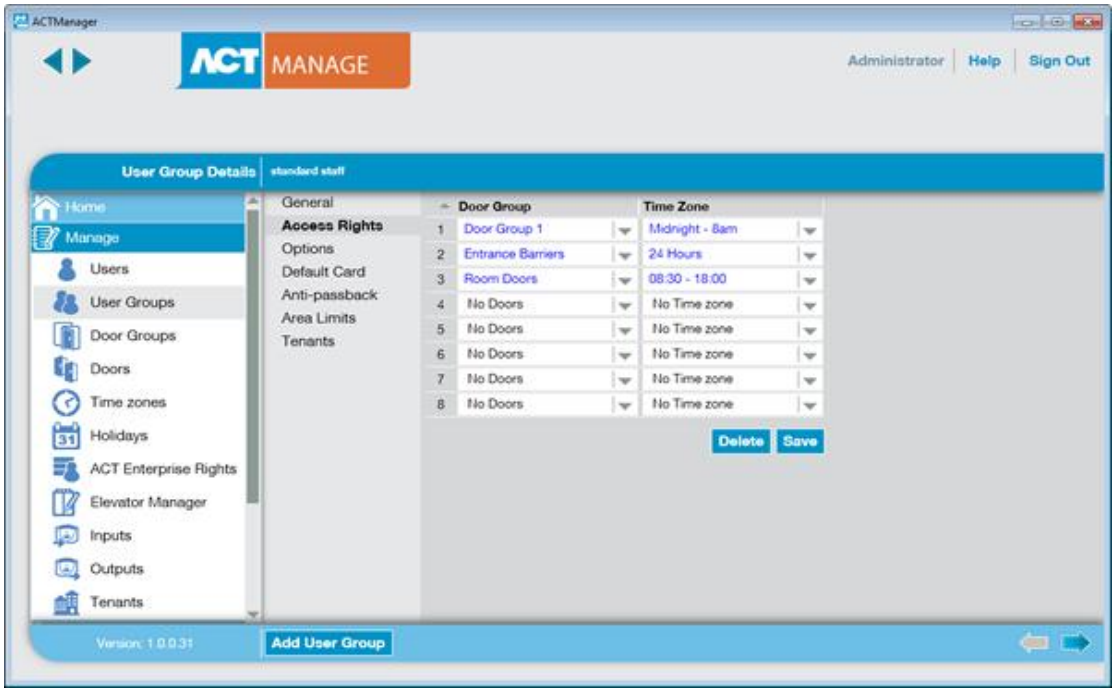
For more information on creating user groups, see Add a User Group (see page 26).

For more information on creating users, see Add a User (see page 14).

For information on creating time zones, see Add a Time Zone (see page 81).

Setting user group access rights

1. In ACT Manage, click **Manage - User Groups**, then search for the user group for which you want to set access rights.
2. Click the user group's name in the search results area to view details of that group on the *User Group Details* screen.
3. Click the **Access Rights** tab on the *User Group Details* screen.



4. Specify up to eight door group/time zone combinations using the drop-down lists provided.
   For each door group/time zone combination, users in the current user group with have access to doors in the selected door group during the period specified by the corresponding time zone.

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5. Click **Save** when you have specified all door group/time zone combinations required.

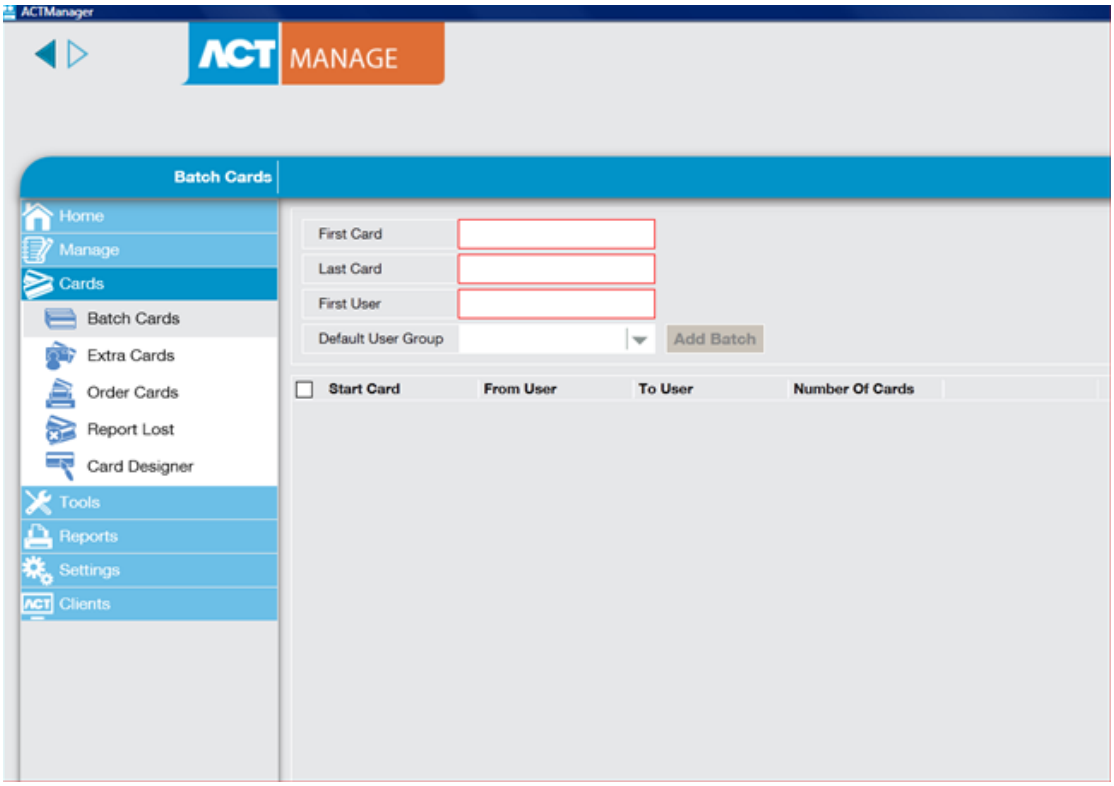
3.1.7 Add Batch Cards

ACT Manage allows you to create and assign a batch of swipe cards for new system users. Users are created with basic details only, and you should edit their records to complete their profile information after creating the batch.

Note: Batch card systems are incompatible with site-coded systems. Only add batch cards if you are sure you have no site-coded cards.

Adding batch cards

1. In ACT Manage, click **Cards - Batch Cards**.
   The *Batch Cards* screen appears.



2. In the *First Card* and *Last Card* fields, enter the numbers of the first and last cards in the batch you want to create.
3. In the *First User* field, enter the number of the first user that the batch cards will be assigned to. Cards will be assigned to users sequentially by user number. If the user already exists, the card is assigned to them; if the user doesn't exist, they are created.

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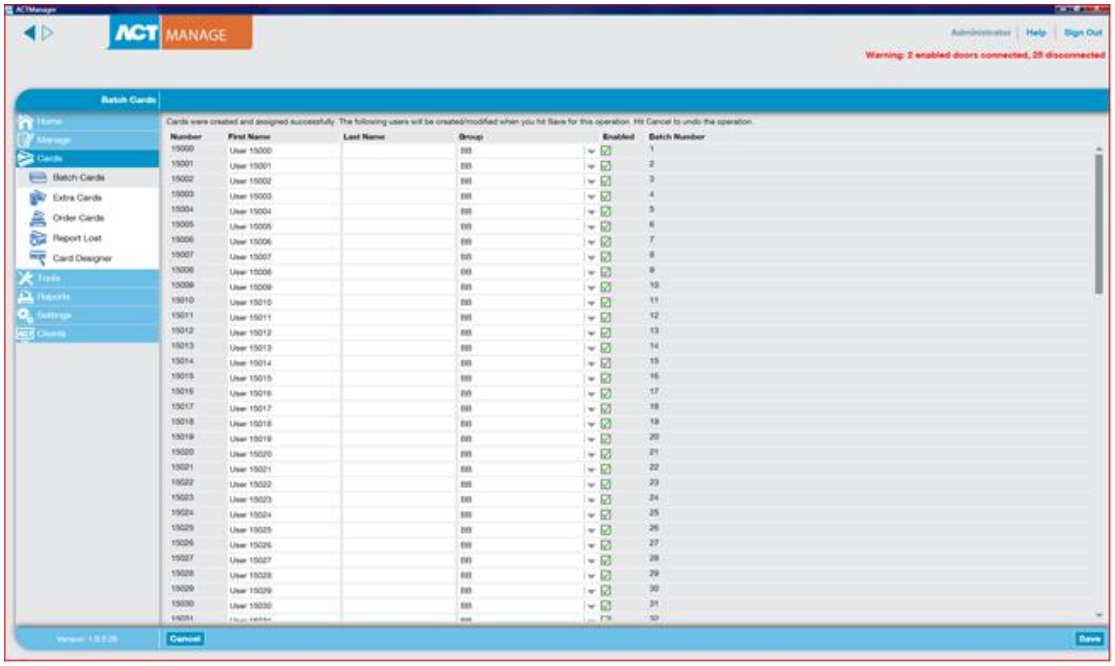
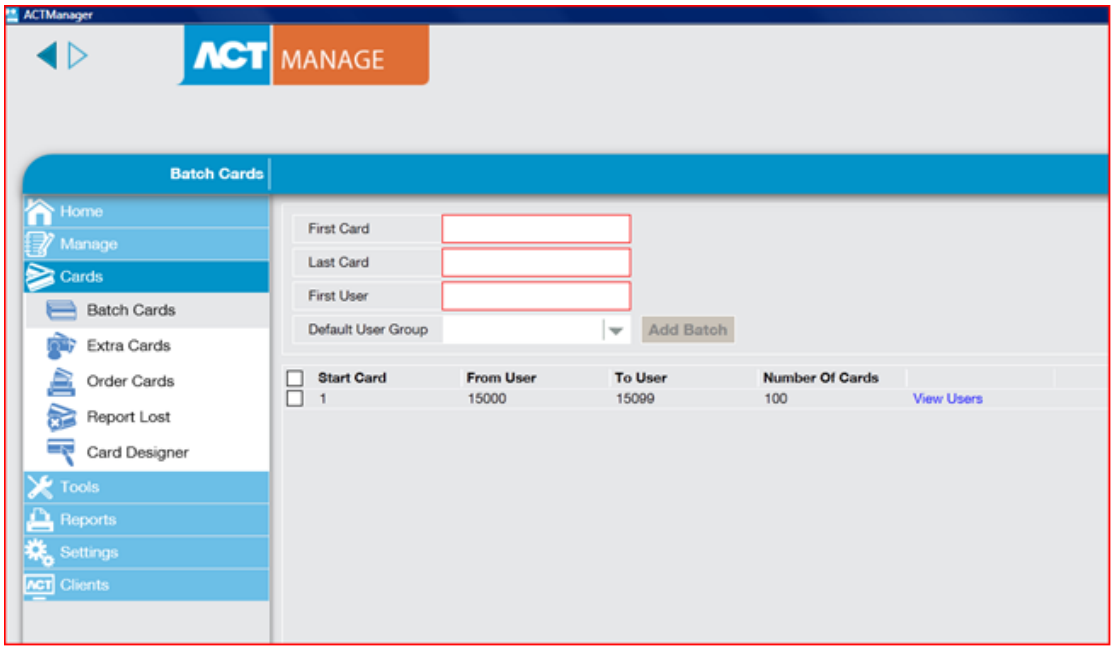
4. Select the *Default User Group* for any new users created by this process.

5. Click **Add Batch**.
   The *Batch Cards* screen shows a summary of new users that will be created by this process.



6. Make any required edits to each new user's *First Name*, *Last Name*, *Group* and *Enabled* status on this screen, then click **Save**.
   The *Batch Cards* screen shows a summary of the batch cards results.

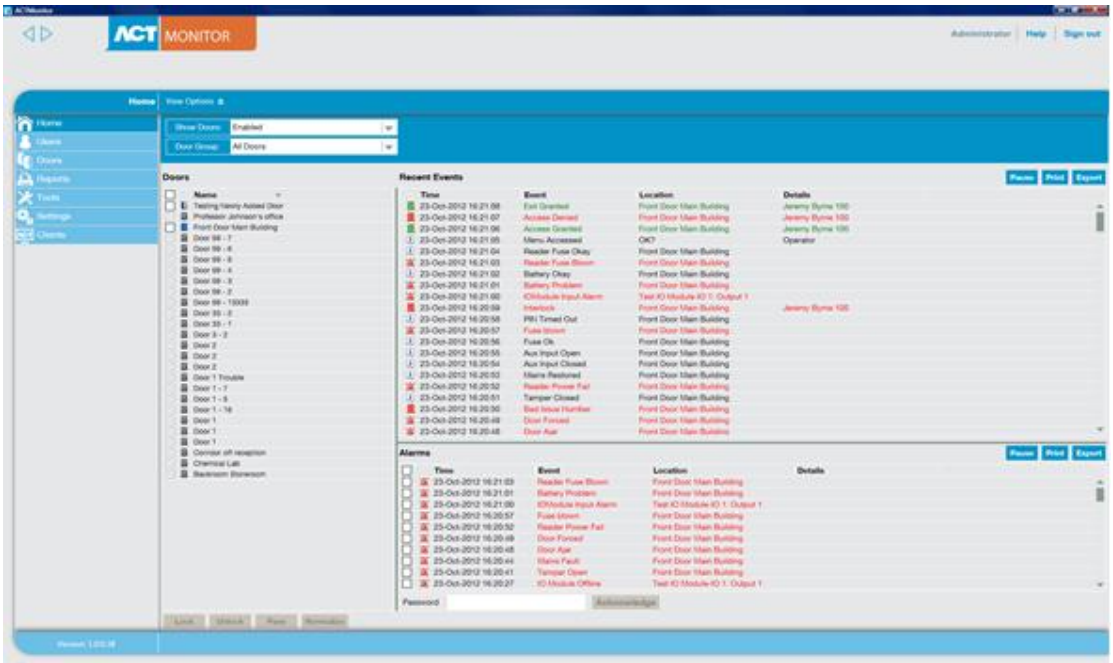


3.2 Monitoring the System

3.2.1 Monitor User Activity

ACT Monitor allows you to monitor users' activity.

- In ACT Monitor, on the *Home* screen, the *Recent Events* area includes details of the time, location and summary information for events on the system, including when users access doors, or are denied access. Other events may also be listed, including alarms, system events, controllers and doors going offline, unknown cards, and exit granted/denied. For an event involving a user, such as an *Access Granted* or *Access Denied* event, click the user's name in the *Details* column to view the user's profile on the *User Details* screen. Click the **Back** icon ( ) at the top of the *User Details* screen to return to the *Home* screen.



- In ACT Monitor, on the *Users* screen, you can view the last known location of every user on the system. The *Search*/*Advanced Search* facility allows you to filter for a sub-set of users only. For more information, see Users Screen (see page 86).

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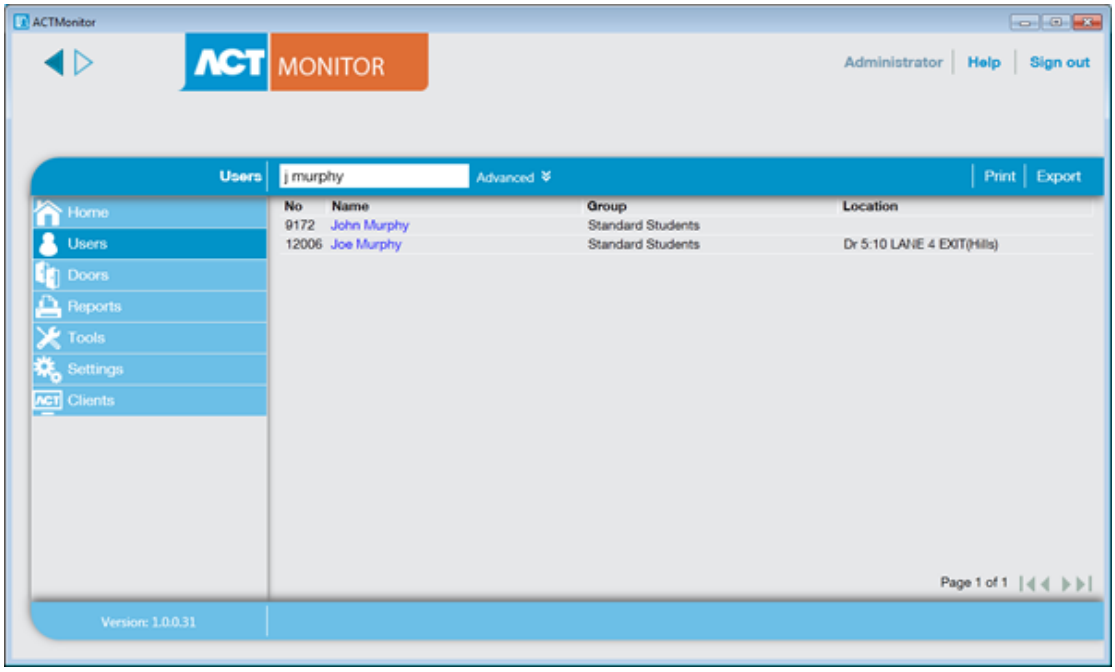

Click the name of any user on this screen to view the *User Details* screen for that user, which includes a summary of their recent events. For more information, see User Details Screen (see page 89).

- In ACT Manage and ACT Monitor, the *Advanced* search options on the *Reports - Event Analysis* screen allow to you filter for events involving a specific user, or all users in a particular user group. You can further filter for specific event types, events at a particular door or at doors in a particular door group, or events in a specific time frame. For more information, see Event Analysis Screen (see page 93).

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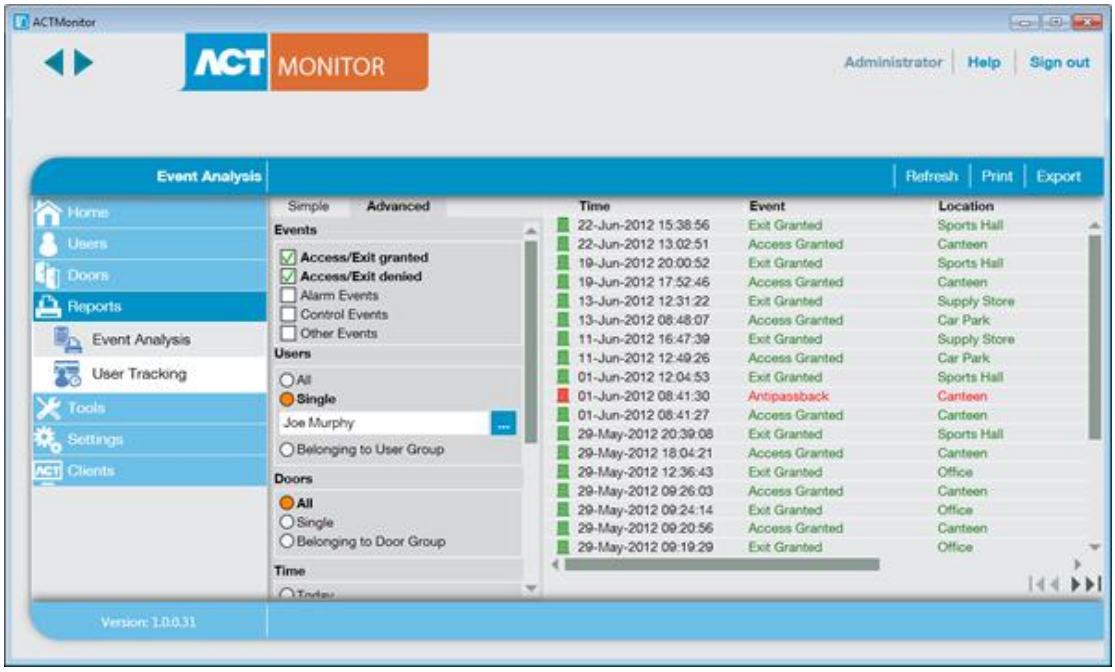

3.2.2 Monitor Door Activity

ACT Monitor allows you to monitor activity at a number of doors at once, or at a specific door.

- In ACT Monitor, on the *Doors* screen, you can view the last event at every door on the system. The *Search*/*Advanced Search* facility allows you to view the last event for a sub-set of doors only. For more information, see Doors Screen (see page 91).

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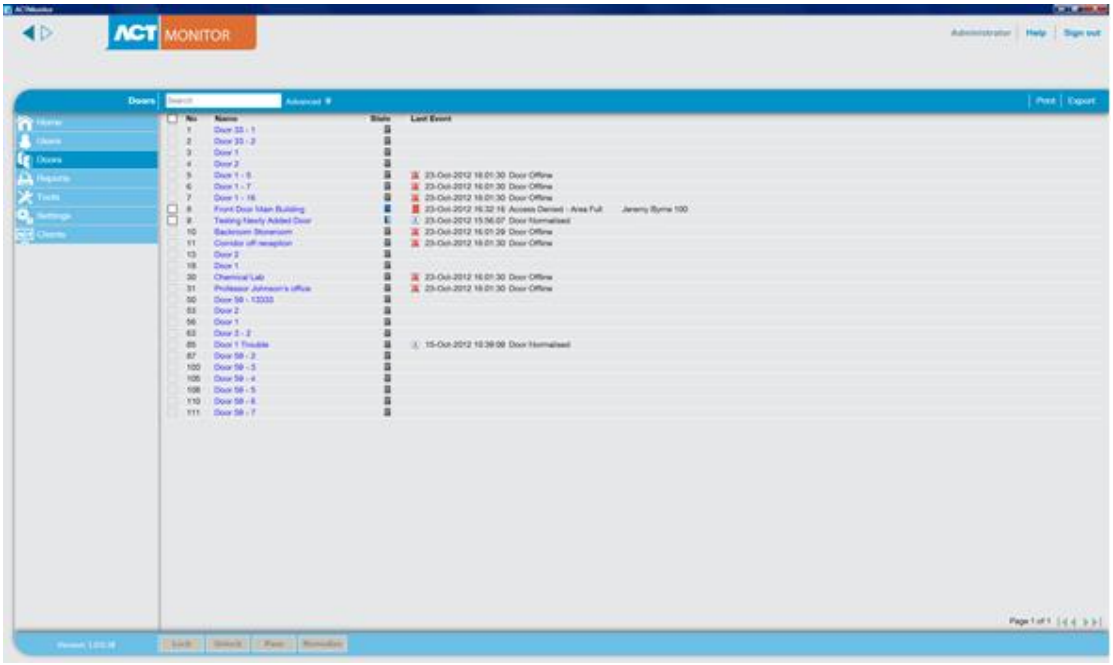

Click the name of any door on this screen to view a report on activity at this door on the Event Analysis Screen (see page 93).

- In ACT Manage and ACT Monitor, the *Advanced* search options on the *Reports - Event Analysis* screen allow to you filter for events at a specific door, or for all doors in a particular group. You can further filter for specific event types, events for a particular user or users in a particular user group, or events in a specific time frame. For more information, see Event Analysis Screen (see page 93).

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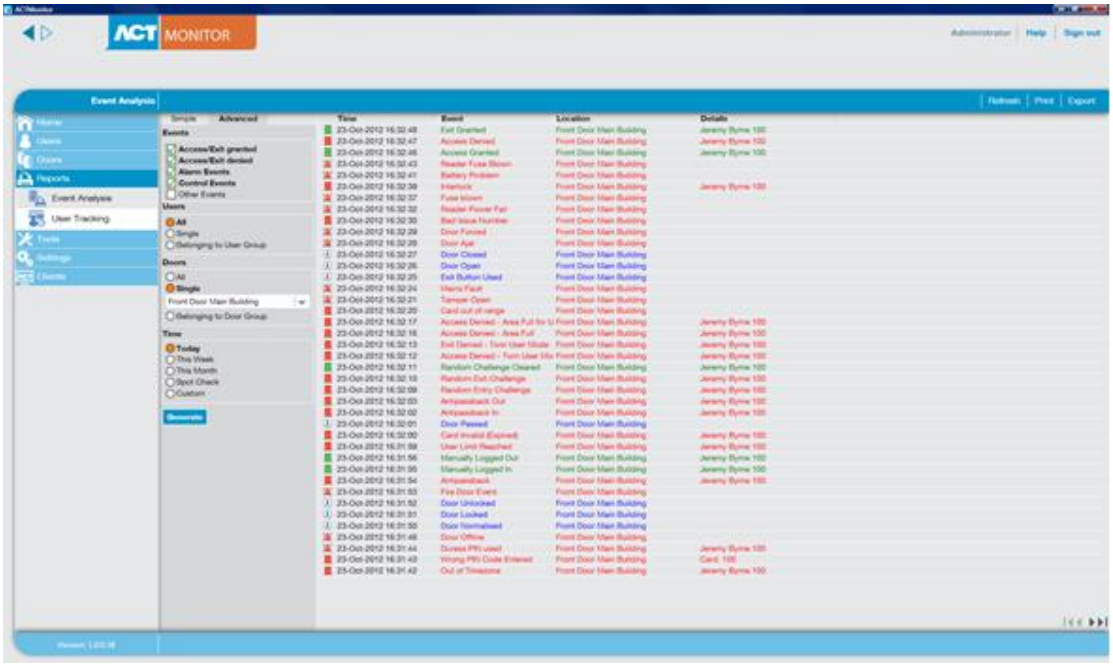

3.2.3 Generate a List of All Users on Site (Muster Report)

A Muster Report lists all users currently on site. A user is considered to be on site if they entered through a perimeter door, but have not been detected exiting through a perimeter door. If multiple users enter/exit but only one user in the group authenticates at the door, users who did not use their cards may be incorrectly assumed to be present/absent.

Which doors are considered perimeter doors for the site is set in ACT Manage, by selecting the door group containing those doors from the *Perimeter Doors* drop-down list on the **Settings - Doors** tab. For more information, see Settings - Doors Tab (see page 193).

Notes:

- Muster and absentee reports are only valid if your physical system is configured appropriately. You need access barriers at each entrance and exit to your site, and each user must use their cards when entering/exiting the site.
- Muster reports are generated automatically, without user intervention, in the event of a fire alarm.

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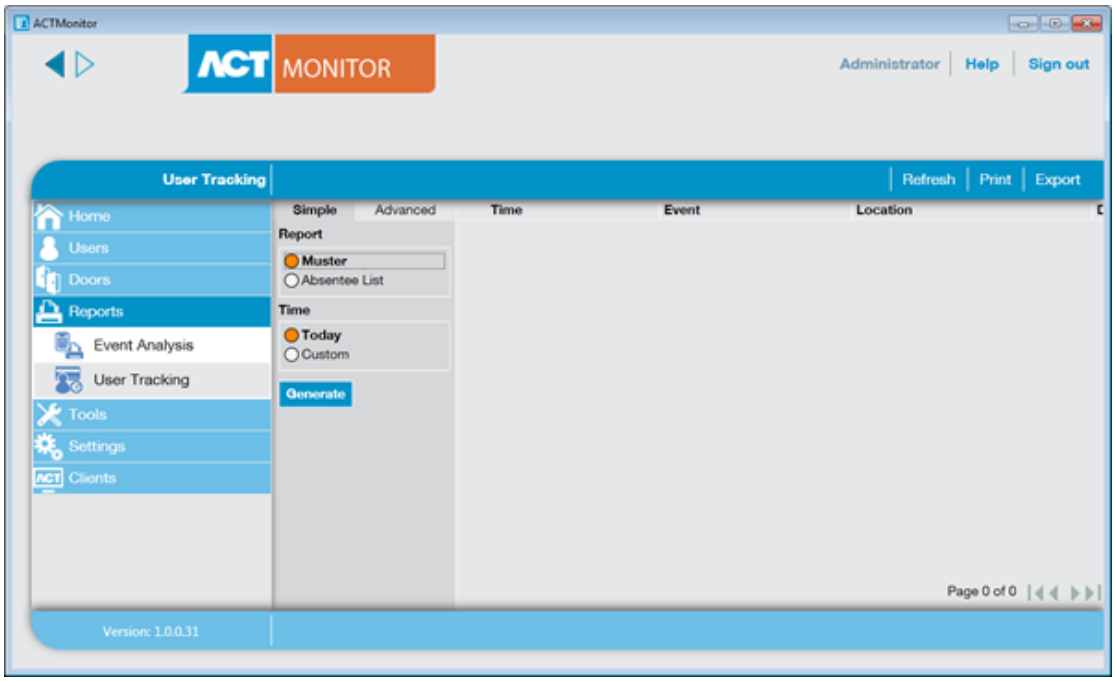
Generating a Muster Report

1. In ACT Manage or ACT Monitor, click **Reports - User Tracking**.



2. At *Report*, select *Muster*.
3. At *Time*, select whether you want the report for *Today* or for a *Custom* period. If you select a *Custom* period, additional fields appear where you can specify a date/time range.
4. Click **Generate**.

   You can **Print** or **Export** your report using the links at the top right of the *User Tracking* screen.

   For more information on the *Simple*/*Advanced* search options on the *User Tracking* screen, see User Tracking Screen (see page 95).

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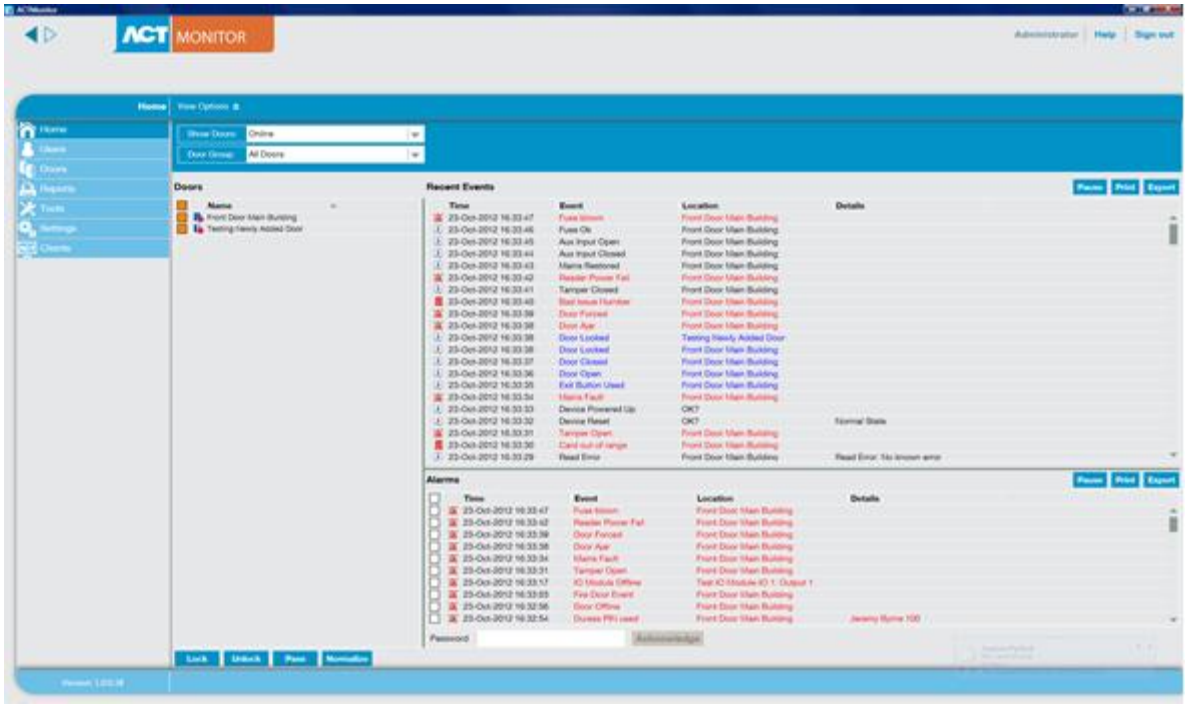
3.2.4 Command a Door

In ACT Monitor, on the *Home* screen, the *Doors* area shows the status of all doors on the system. Hover over the icon for any door to see its status in a popup. You can command a door by selecting the door, then clicking **Lock**, **Unlock**, **Pass** or **Normalise** at the bottom of the screen.

Note: You must have the right to command doors before you can use these actions.



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3.3 Configuring the Hardware

3.3.1 Add a Controller

ACT Install allows you to configure controller properties, and to specify which doors are connected to that controller.

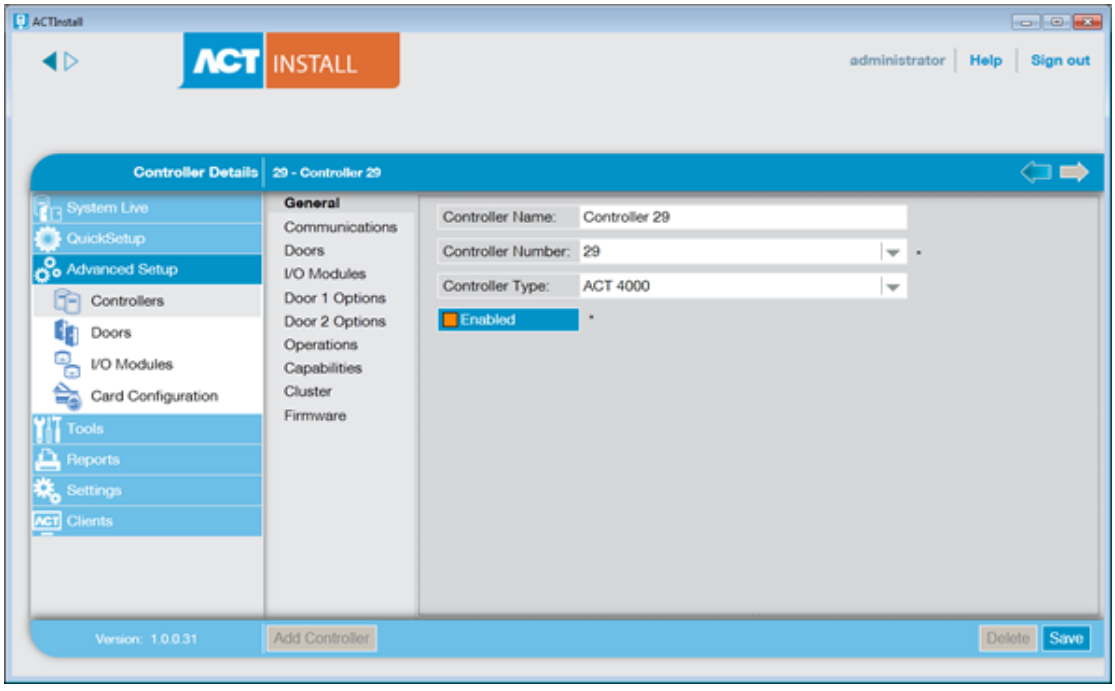
You can:

- Add one controller manually through the *Add Controller* screen (see page 38)
- Add one or more controllers at once using the *Add Controller Wizard* *(see page 40)*
- Add one or more controllers plus their connected doors at once using the *Autodiscover Wizard*. (see page 50)
  Note: Autodiscovery only works for ACT4000 controllers.

Adding a controller manually

1. In ACT Install, click **Advanced Setup - Controllers**, and click **Add Controller** in the top right corner of the *Controllers* screen.

   The *Controller Details* screen appears.



2. Specify details for the new controller.
   For more information on the tabs and fields available on this screen, see Controller Details Screen (see page 206).

   At a minimum, you must specify:

   - On the **General** tab:
     - A unique *Controller Number*
     - The *Enabled* status
     - The Controller Type
   - On the **Communications** tab:
     - The connection type (direct or hubbed), and connection details.
   - On the **Doors** tab:
     - If a door is to be added to the system, select the *In DB* check box and ensure the door is *Enabled*.

3. Click **Save** to add the new controller to the system.

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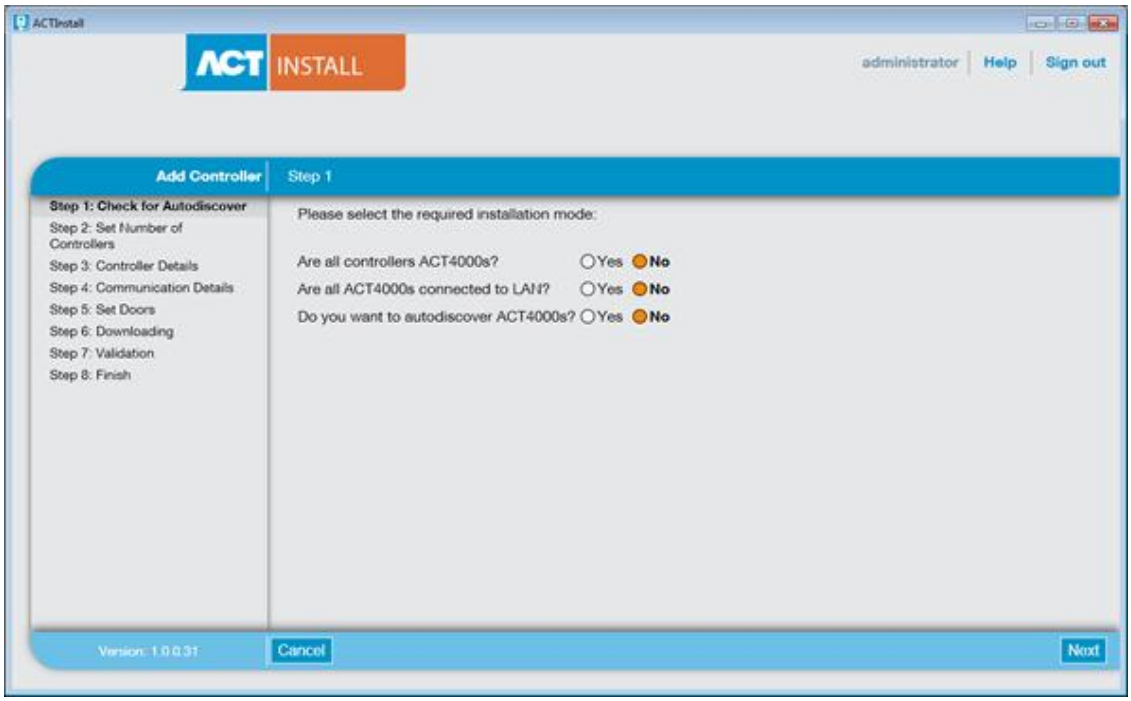
Adding a controller using the Add Controller Wizard

In ACT Install, click **Quick Setup - Add Controller**, or click **Add Controller** on the *System Live* screen to open the *Add Controller Wizard* which walks you through adding one or more new controllers step by step.



- **Step 1: Check for Autodiscover.** Specify whether or not all controllers are ACT4000s, whether all ACT4000s are connected to the LAN, and whether you want to autodiscover the ACT4000s.
  If the answer to all of these questions is *Yes*, then the controllers can be autodiscovered and the wizard switches to autodiscovery mode instead (see Auto-discover Networked ACT4000s (see page 50) for more information), otherwise you will need to specify details manually, as described below.
  Click **Next** to continue.

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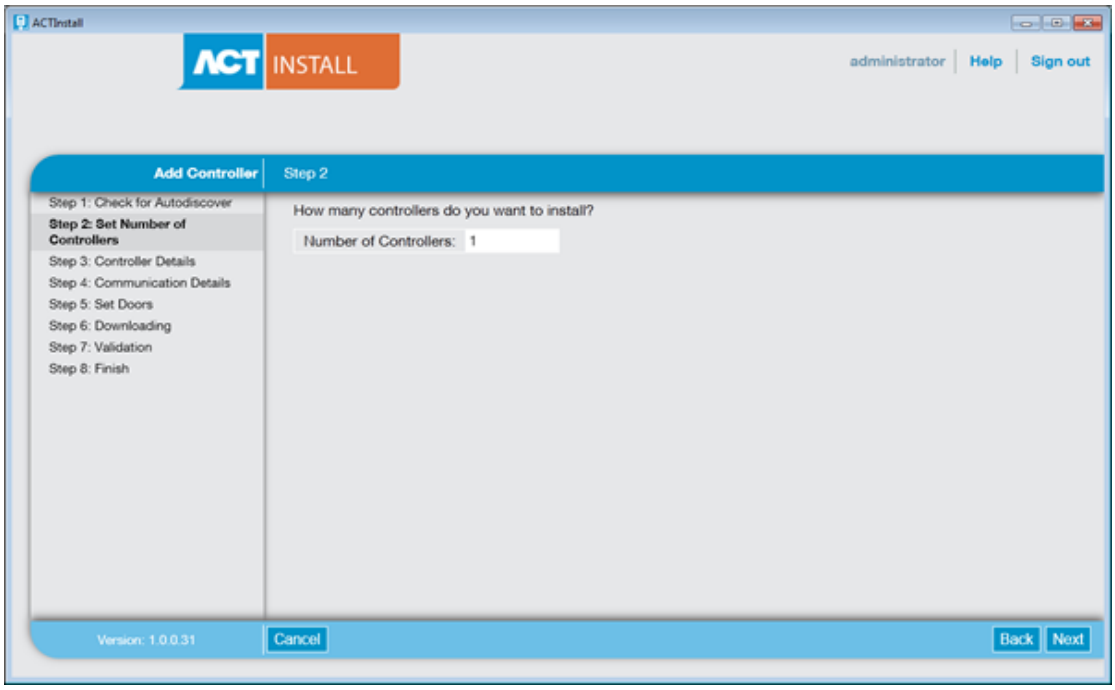
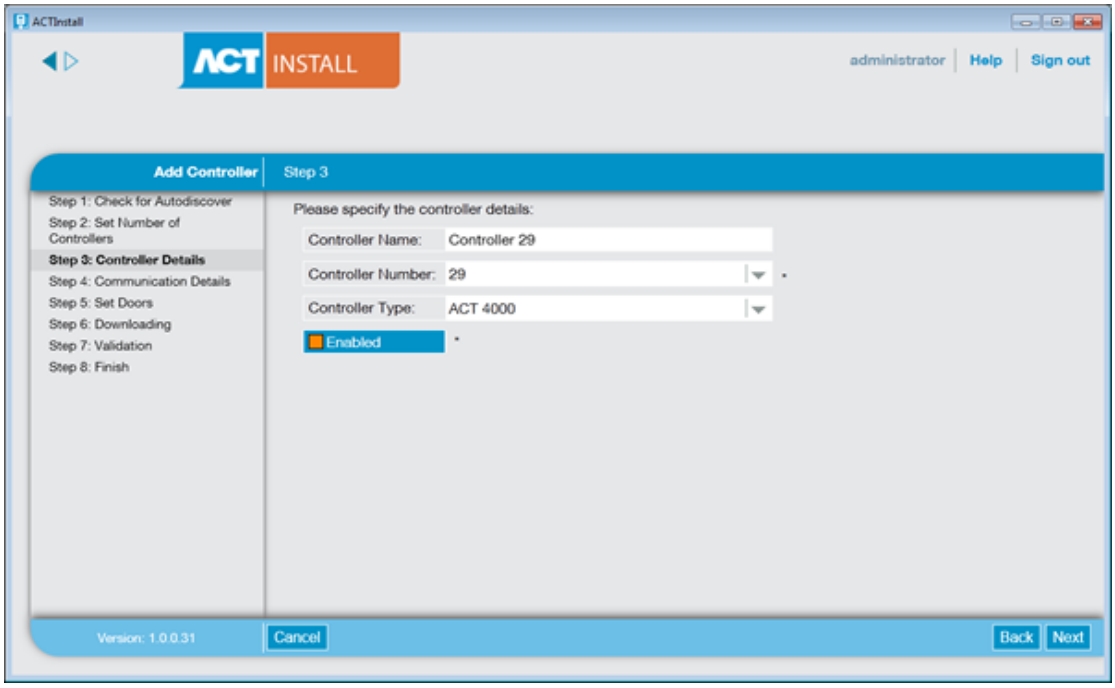
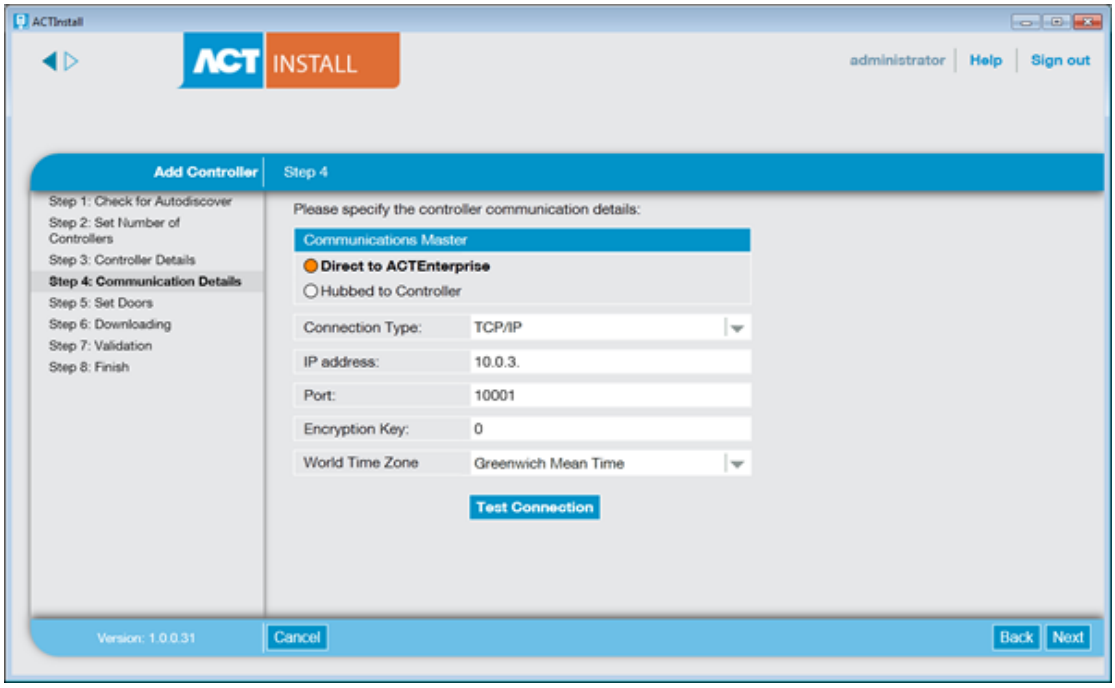


- **Step 2: Set Number of Controllers.** Specify the *Number of Controllers* you want to install.
  Click **Next** to continue.



- **Step 3: Controller Details.** Specify the *Controller Name*, *Controller Number*, and *Controller Type*. To enable the controller once added, select the *Enabled* check box.
  Click **Next** to continue.



- **Step 4: Communication Details.** Specify how the controller is connected to the system. There are two options: *Direct to ACT Enterprise* (using TCP/IP or a serial connection), or *Hubbed to Controller* (in this case, the intermediate controller should be specified).

  You can test your communication settings by clicking **Test Connection**.

  Click **Next** to continue.

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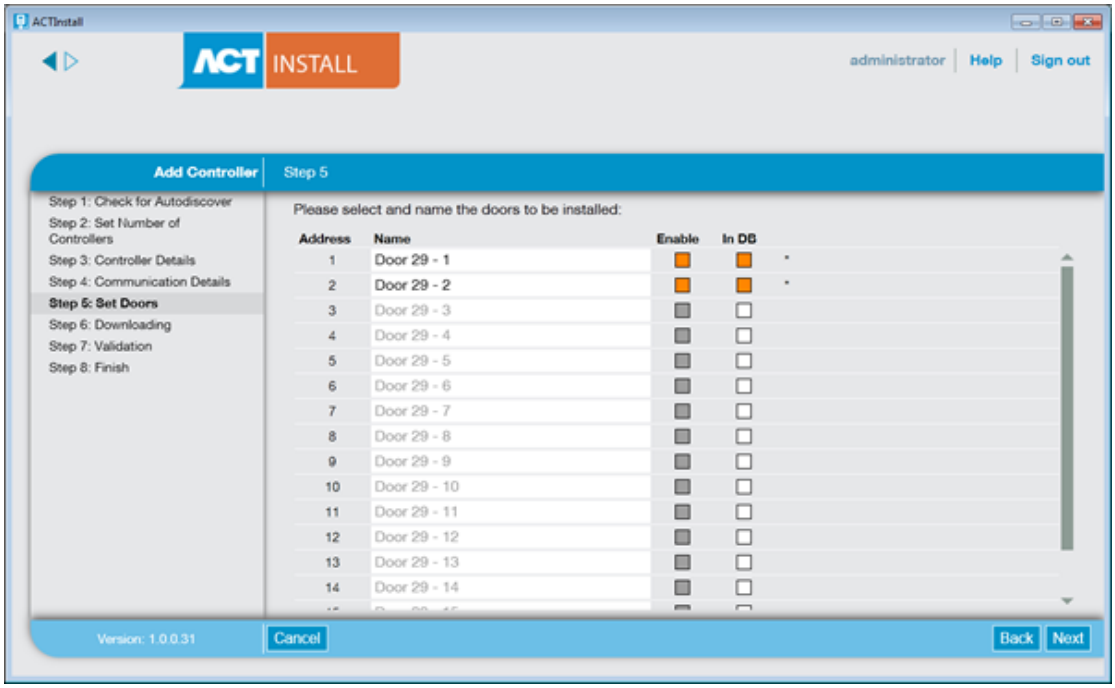

- **Step 5: Set Doors.** For each door connected to the controller, select whether it is enabled and whether its details should be stored in the database.
  Click **Next** to continue.

  Note: If you selected to add more than one controller, the wizard returns to the *Controller Details* screen for the next controller at this point, unless you have specified all controllers, in which case it proceeds to the *Downloading* screen.

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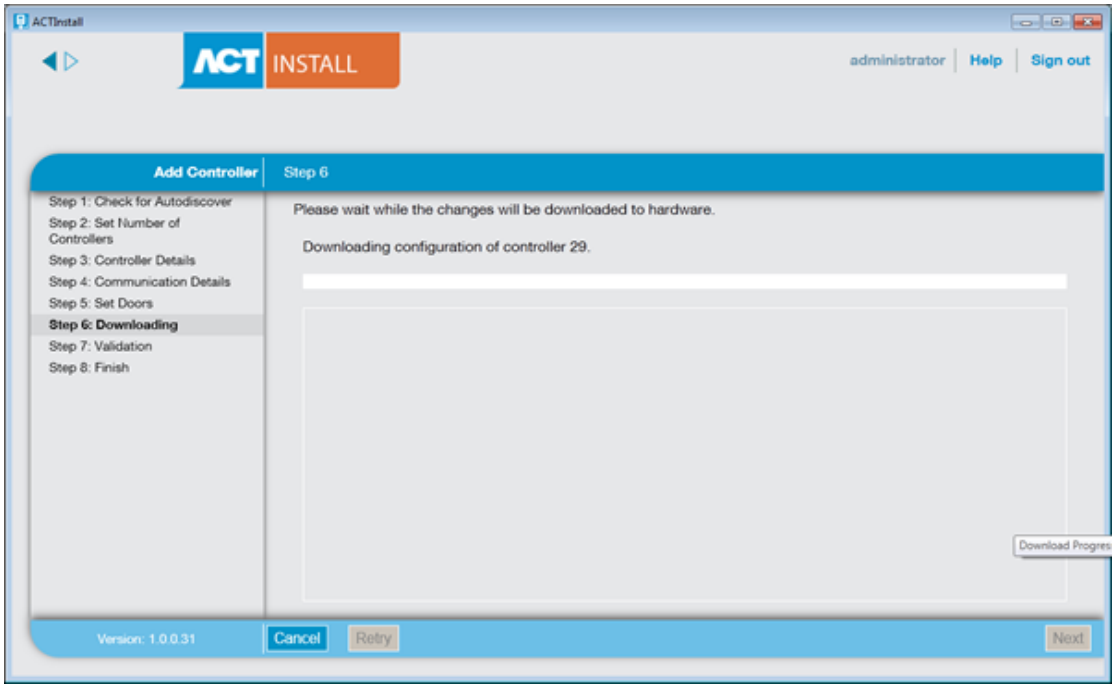

- **Step 6: Downloading.** The progress bar and status area indicate how the download is progressing. When the download is complete, click **Next** to continue.
- **Step 7: Validation.** Validate the installed doors by selecting the check box for each door and clicking **Lock**, **Unlock**, **Pass** or **Normal** to issue commands to the selected doors, confirming whether they are connected and responding to commands.
  Click **Next** to continue.
- **Step 8: Finish.** A report on the results of the *Add Controller* wizard.
  Click **Finish**.

3.3.2 Enable/Disable Controllers

ACT Install allows you to enable/disable controllers individually or in bulk.

Note: Disabling a controller is a way to disconnect that controller from the software, but the controller continues to operate independently unless physically disconnected. Enabling a controller connects it to the system software, but it must be physically connected and accessible on the network.

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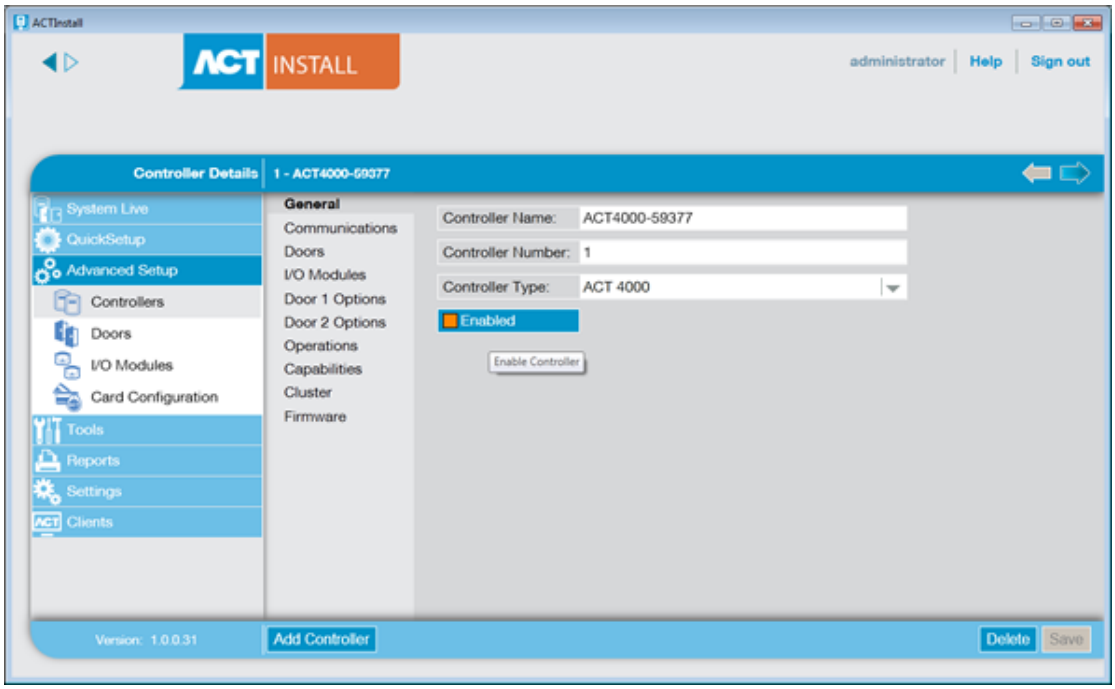
Enabling/disabling individual controllers

1. In ACT Install, click **Advanced Setup - Controllers**, then use the *Search*/*Advanced Search* options on the *Controllers* screen to find the controller you want to enable/disable.
   For more information on the search options on the *Controllers* screen, see Controllers Screen (see page 204).
2. Click the name of the controller to view its details on the *Controller Details* screen.



3. On the **General** tab of the *Controller Details* screen, select the *Enabled* check box to enable the controller, or de-select it to disable the controller.
4. Click **Save**.

Enabling/Disabling Multiple Controllers

1. In ACT Install, click **Advanced Setup - Controllers**, then use the *Search*/*Advanced Search* options on the *Controllers* screen to find the controllers you want to enable/disable.
   For more information on the search options on the *Controllers* screen, see Controllers Screen (see page 204).
2. In the search results, select the check box for each controller you want to enable/disable.

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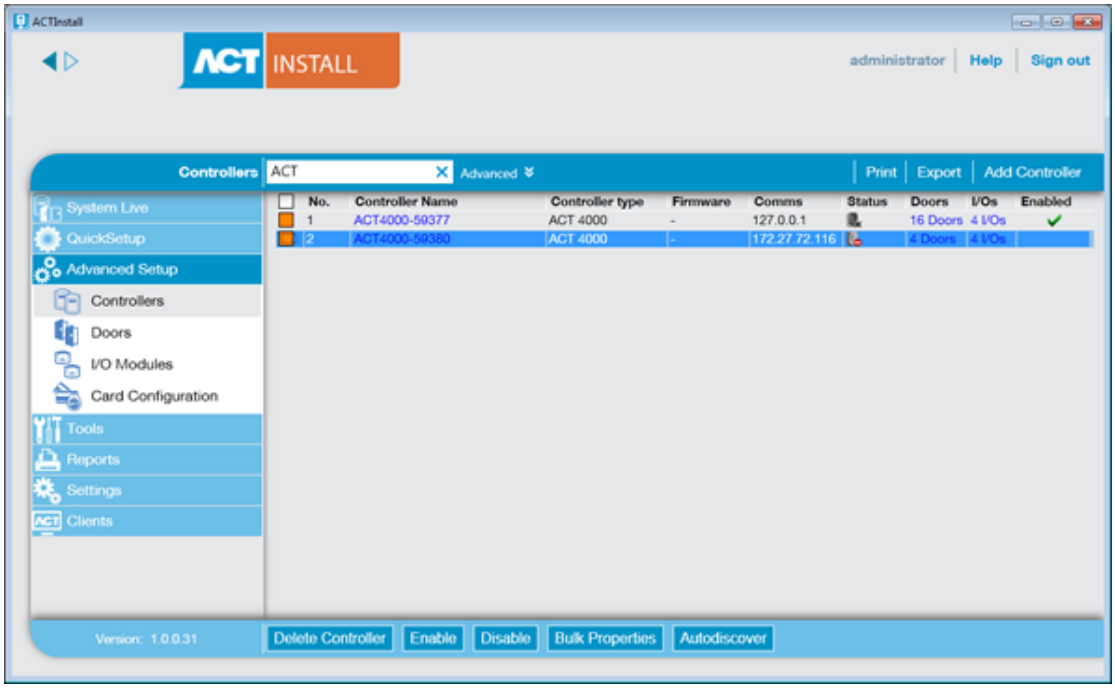

3. Click **Enable** to enable all selected controllers, or click **Disable** to disable all selected controllers.

3.3.3 Add a Door

Doors are physical gateways linked to controllers, such as doors, gates, or turnstiles.

ACT Install allows you to add doors to the system and to configure basic properties for their operation.

You can:

- Add one door manually through the *Add Door* screen (see page 47)
- Add one or more doors at once using the *Add Door Wizard* *(see page 48)*
- Add one or more doors for a controller when adding that controller (see page 38)
- Add one or more controllers plus their connected doors at once using the *Autodiscover Wizard*. (see page 50)
  Note: Autodiscovery only works for ACT4000 controllers.

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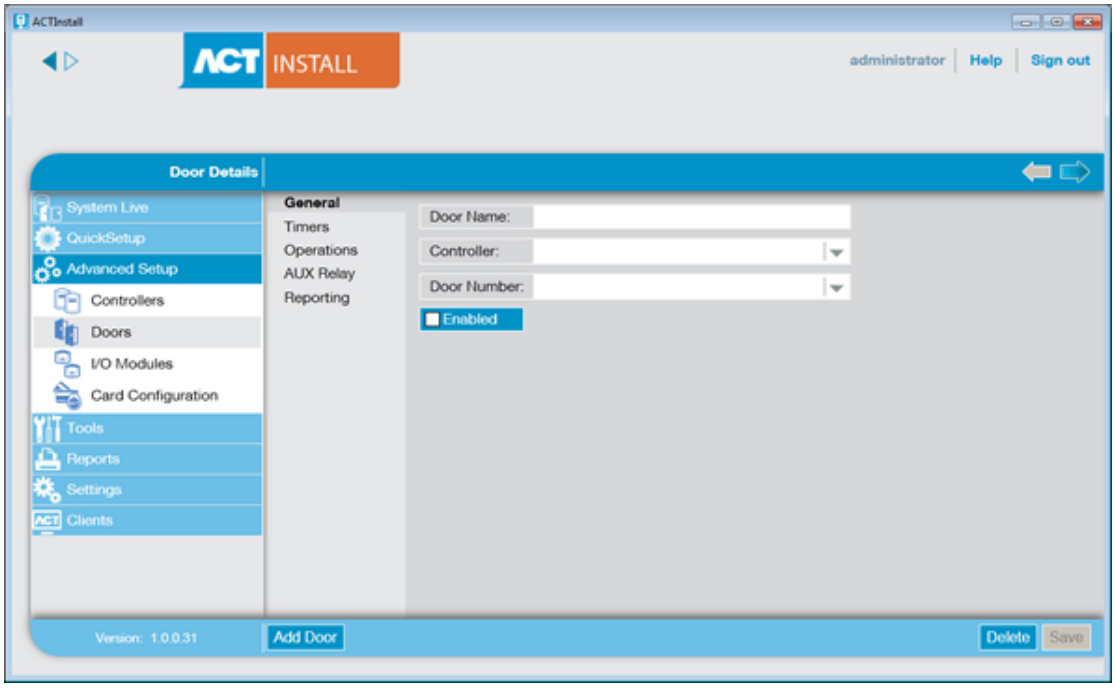
Adding a door manually

1. In ACT Install, click **Advanced Setup - Doors**, and click **Add Door** in the top right corner of the *Doors* screen.

   The *Door Details* screen appears.



2. Specify details for the new door.
   For more information on the tabs and fields available on this screen, see Door Details Screen (see page 215).

3. Click **Save** to add the new door to the system.

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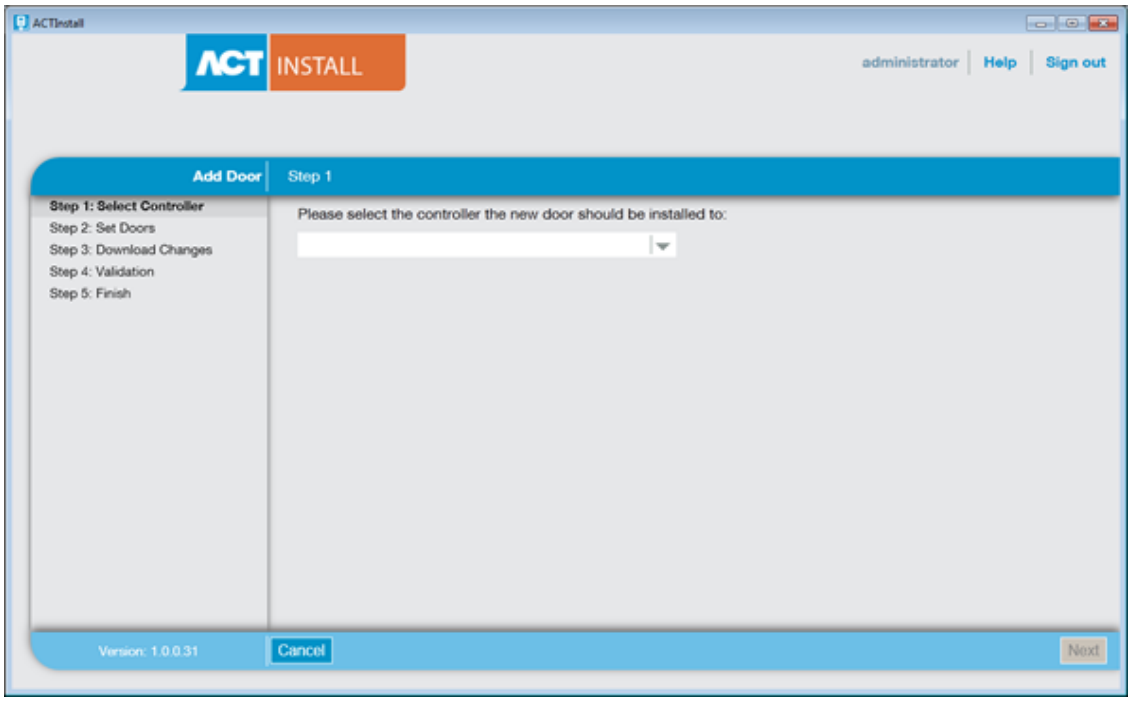
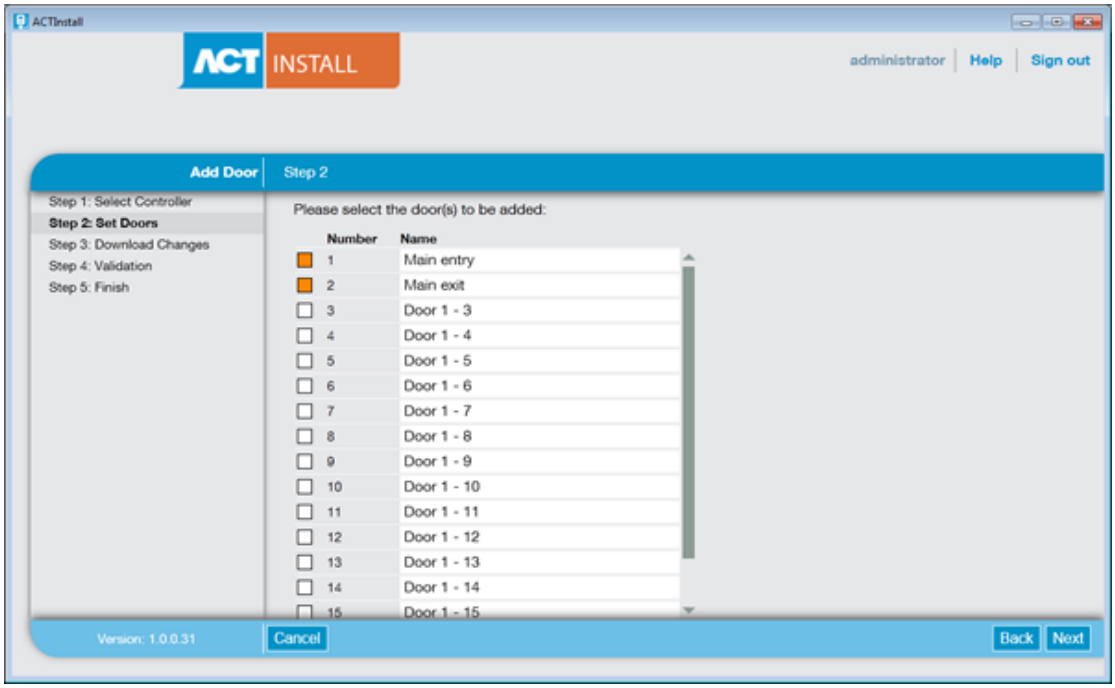
Adding a door using the Add Door Wizard

In ACT Install, click **Quick Setup - Add Door**, or click **Add Door** on the *System Live* screen, to open the *Add Door Wizard* which walks you through adding one or more new controllers step by step.



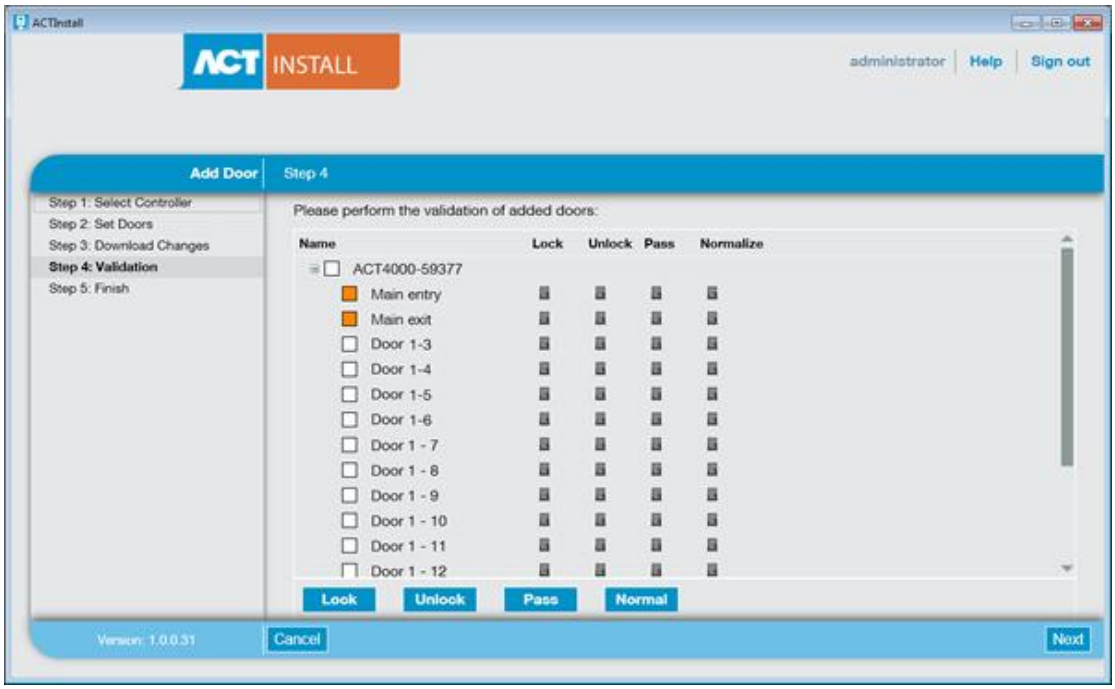
- **Step 1: Select Controller.** Select the controller to which the new door should be installed.
  Click **Next**.



- **Step 2: Set Doors.** Select which door(s) to add and enter a description of each door in the *Name* field.

  Click **Next**.

- **Step 3: Download Changes.** Changes are downloaded to the controller. The progress bar and status area indicate how the download is progressing.



- **Step 4: Validation.** Validate the installed doors by selecting the check box for each door and clicking **Lock**, **Unlock**, **Pass** or **Normal** to issue commands to the selected doors, confirming whether they are connected and responding to commands.

  Click **Next** to continue.

- **Step 5: Finish.** A report on the results of the *Add Door* wizard.

  Click **Finish**.

3.3.4 Auto-discover Networked ACT4000s

ACT4000 controllers and their connected doors can be automatically detected by ACT Install.

Adding an ACT4000 controller and its connected doors using the Autodiscover Wizard

1. In ACT Install, click **Quick Setup - Autodiscovering**, or click **Advanced Setup - Controllers**, then click **Autodiscover**.

   The *Autodiscover Wizard* opens. This wizard walks you through adding one or more new controllers plus connected doors step by step.

   Note: The Autodiscover Wizard can only detect ACT4000 controllers that are connected to the network. Other controllers should be added manually (see page 38), or using the Add Controller Wizard (see page 40).

2. Follow the wizard's onscreen instructions to add and configure a new controller and its connected doors, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

   Please see below for notes relevant to the *Hardware Review* step in the wizard.

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3.3.4.1 Notes on Hardware Review

During the *Hardware Review* step, the Autodiscover Wizard reports on:

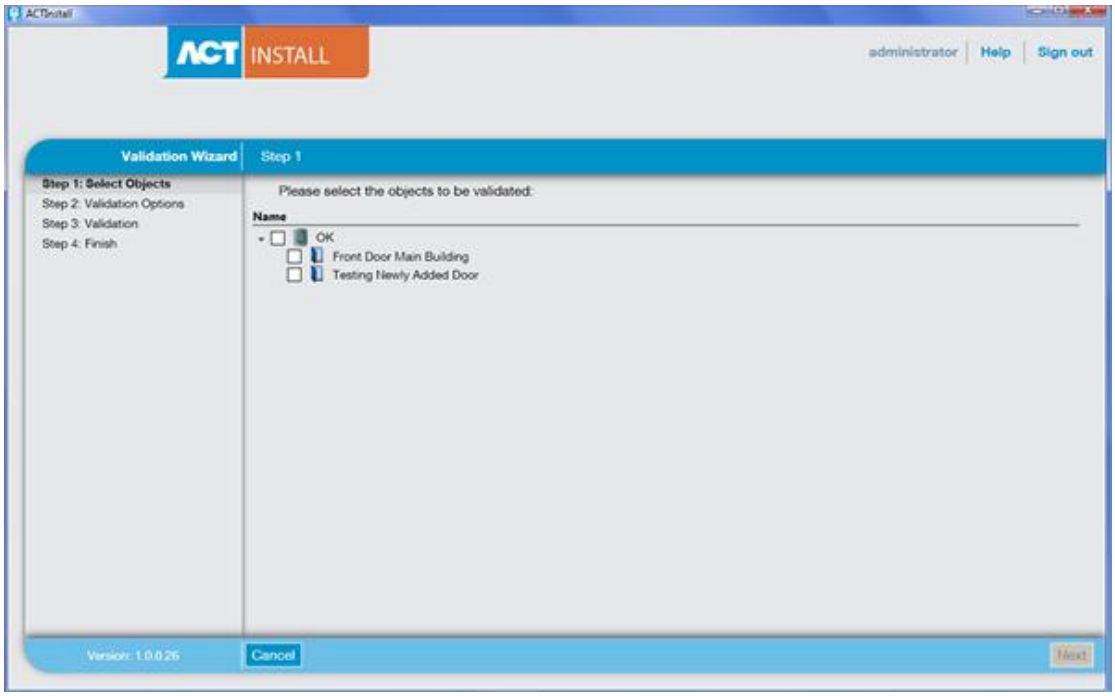
- **Live hardware:** ACT4000 controllers already in the database and online
- **New hardware:** ACT4000 controllers detected on the LAN that are not currently in the database.
- **Missed hardware:** ACT4000 controllers in the database but not found and new ACT4000s found that aren't already in the database
- **Irrelevant hardware:** non-auto discoverable controllers
- A warning is given if multiple controllers are found to have the same number (id).

3.3.5 Test Controllers/Doors

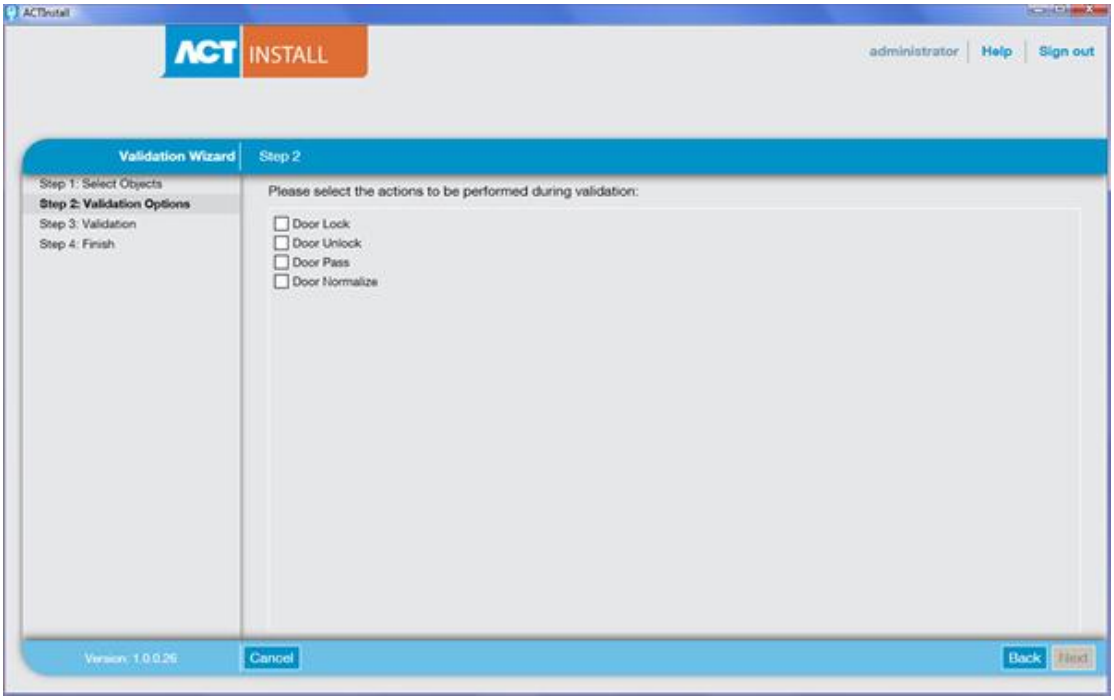
ACT Install allows you to remotely test controllers and doors using the Validation Wizard. The Validation Wizard sends specified commands to controllers/doors on the network and validates their responses to determine whether or not they are functioning correctly.

Testing controllers/doors

1. In ACT Install, click **Tools - Validation Wizard**.
   The *Validation Wizard* appears.



2. Select the controllers/doors to be validated and click **Next**.



3. Select which commands to test during validation (Door Lock, Door Unlock, Door Pass, Door Normalize) and click **Next**.
   ACT Install validates the selected hardware and commands, and displays a report which indicates whether or not each test was successful.

   Note: "Success" means the command could be issued. The result of the test on the hardware has to be separately assessed. That is, if you command a door to lock, the software reports whether the lock command was issued. To validate that the door was actually, physically locked, then you must check the door itself.

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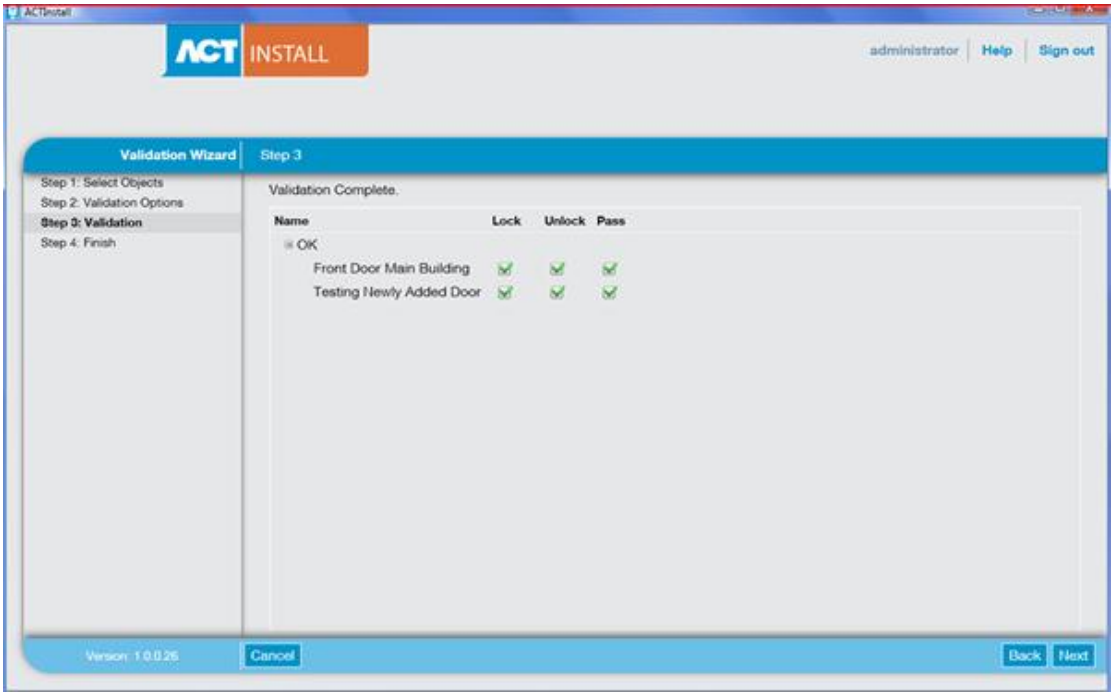
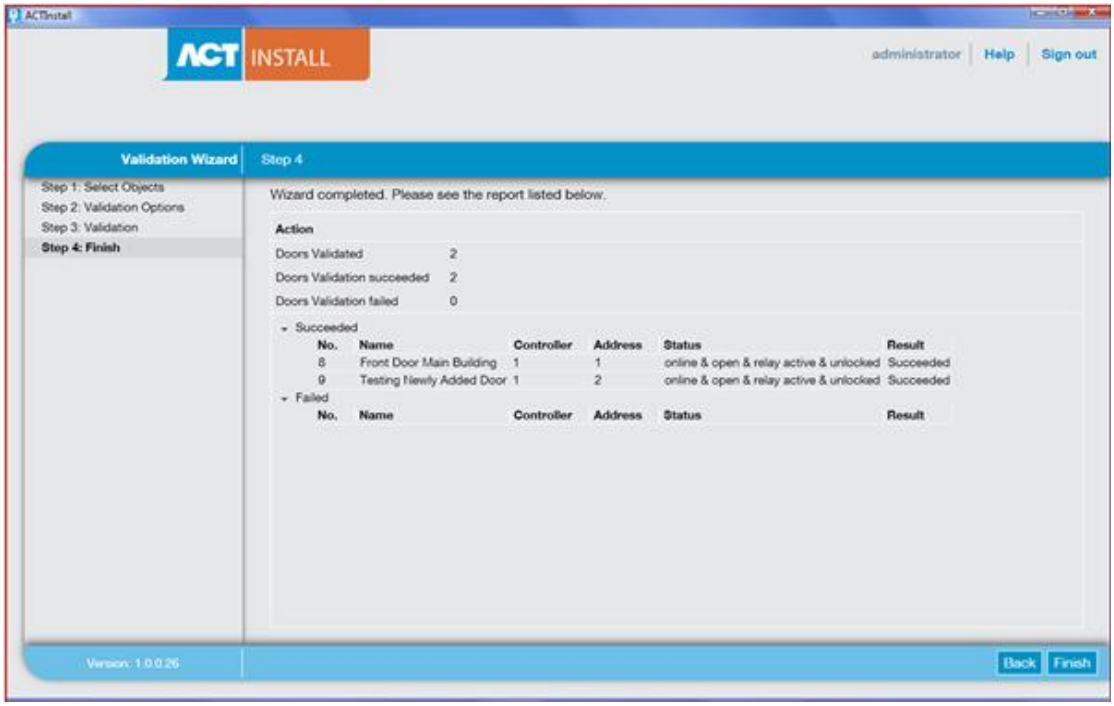


4. Review the report, take note of any hardware that failed validation so that you can investigate and repair or replace as appropriate, then click **Next**.
ACT Install displays a summary of the test results.

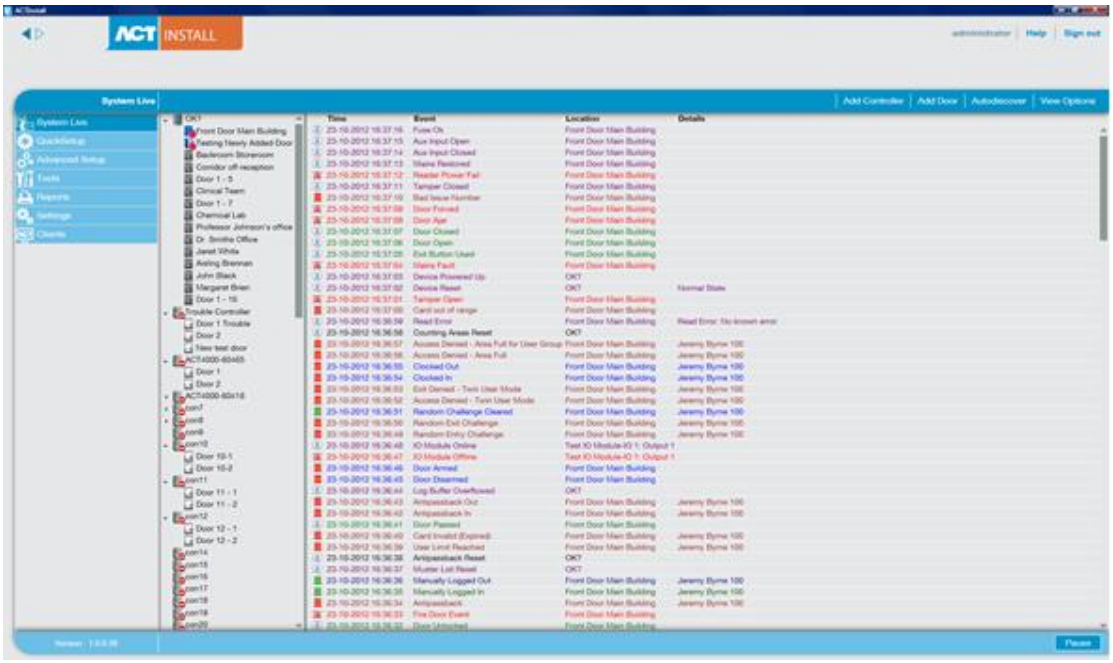

ACTInstall
ACT INSTALL
administrator | Help | Sign out
Validation Wizard
Step 4
Step 1: Select Objects
Step 2: Validation Options
Step 3: Validation
Step 4: Finish
Wizard completed. Please see the report listed below.
Action
Doors Validated 2
Doors Validation succeeded 2
Doors Validation failed 0
Succeeded
No. Name Controller Address Status Result
8 Front Door Main Building 1 1 online & open & relay active & unlocked Succeeded
9 Testing Newly Added Door 1 2 online & open & relay active & unlocked Succeeded
Failed
No. Name Controller Address Status Result
Version: 1.0.0.26
Back
Finish

5. Click **Finish**.

3.3.6 Check the System Status

There are a number of ways to check the status of your ACT Enterprise system.

- In ACT Install, click **System Live** to see the status of all configured controllers, doors, and I/O modules on the system, and to view live information on events occurring across the system.
  For more information, see System Live Screen (see page 201).



- In ACT Install, click **Reports - System Status** to see a quick summary of the statuses of controllers, doors and I/O modules on the system. This report can be printed or exported using the links at the top-right corner of the screen.
  For more information, see System Status (see page 240).
- In ACT Install, click **Reports - System Snapshot** to see a list of all controllers, doors and I/O modules with summary information about each device and its current status, and also a list of recent system events. This report can be printed or exported using the links at the top-right corner of the screen.
  For more information, see System Snapshot (see page 240).

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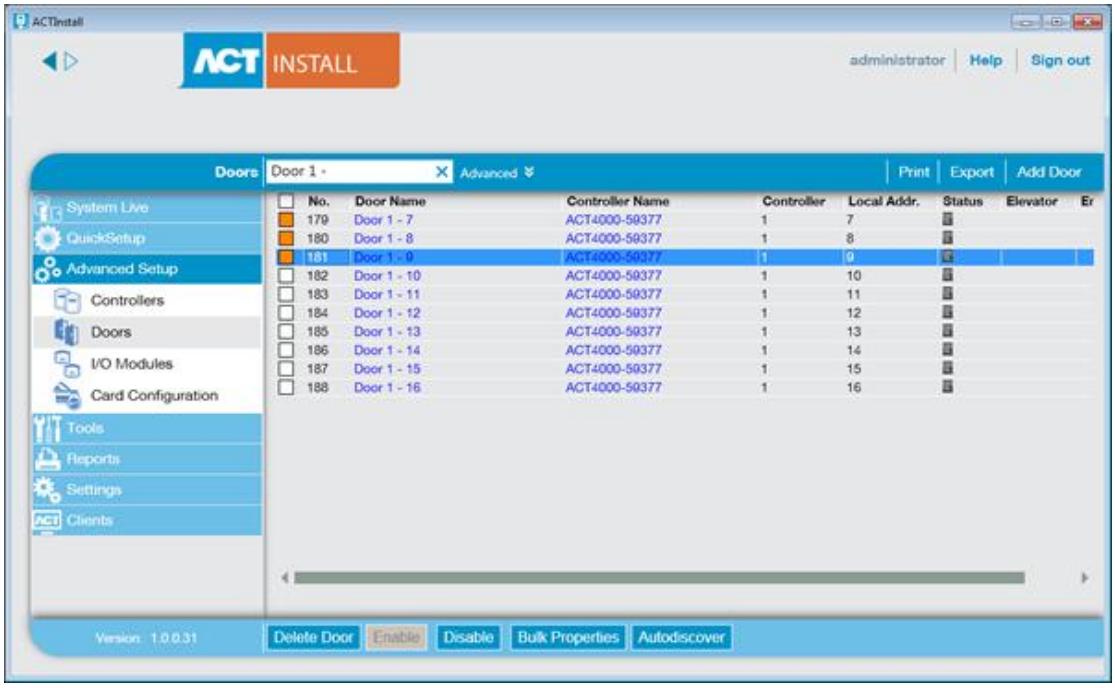
3.3.7 Set Properties for Multiple Doors

If you want to set a property for multiple doors, ACT Install allows you to do this in bulk instead of editing each door individually.

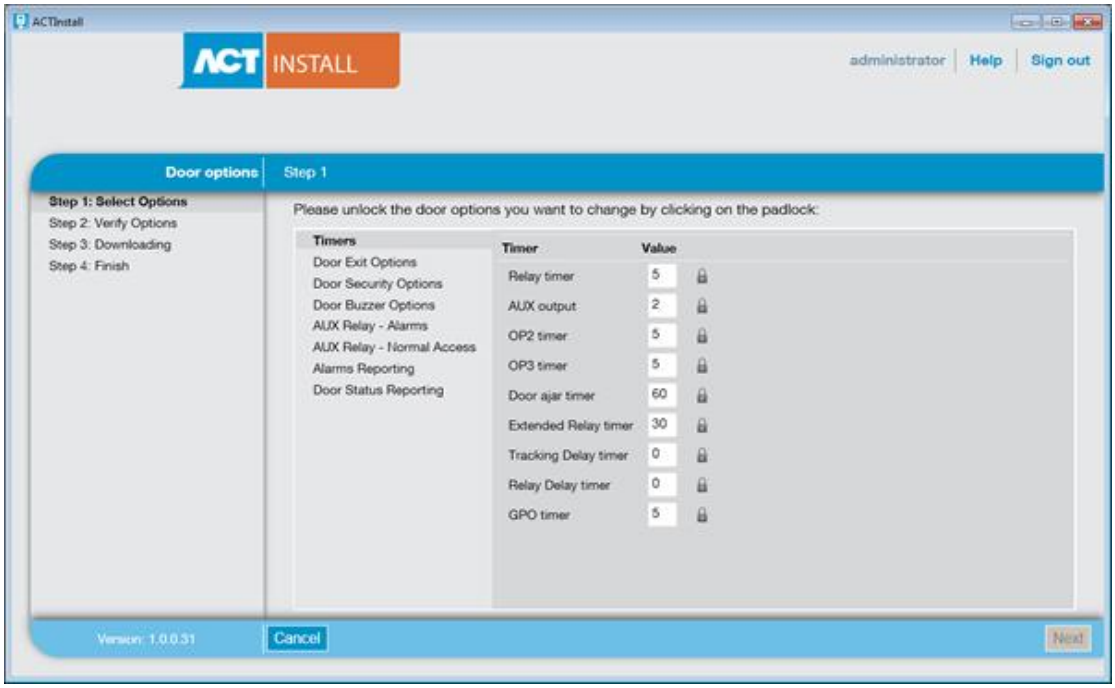
Setting properties for multiple doors

1. In ACT Install, click **Advanced Setup - Doors**, then use the *Search*/*Advanced Search* options on the *Doors* screen to find the doors for which you want to set properties.
   For more information on the search options on the *Doors* screen, see Doors Screen (see page 214).
2. In the search results, select the check box for each door for which you want to set properties.



3. Click **Bulk Properties**.
   The *Door Options Wizard* appears.

   Note: The properties displayed are the system defaults and do not reflect the current values on the selected controllers. Only selected properties will be downloaded.



- **Step1: Select Options.**
    - On the **Timers** tab, set the required timer values
    - On remaining tabs, set the required properties to enable/disabled:
        - Click the lock icon to lock ( ) or unlock ( ) an option. The enabled/disabled settings for unlocked options will be applied to the selected doors; the settings for locked options will be ignored.
        - For timers, enter a time in seconds that the corresponding output should be activated when it is fired.
        - Select the check box for an option to mark it as enabled for all selected doors, or leave the check box de-selected for an option to mark it as disabled for all selected doors.

  Click **Next**.

- **Step 2: Verify Options.** This screen itemises the enabled/disabled settings the wizard will apply to the selected doors. Review the details carefully before proceeding. If any settings are incorrect, click **Back** to return to the previous screen and amend them.

  Note: There is no **Undo** option.

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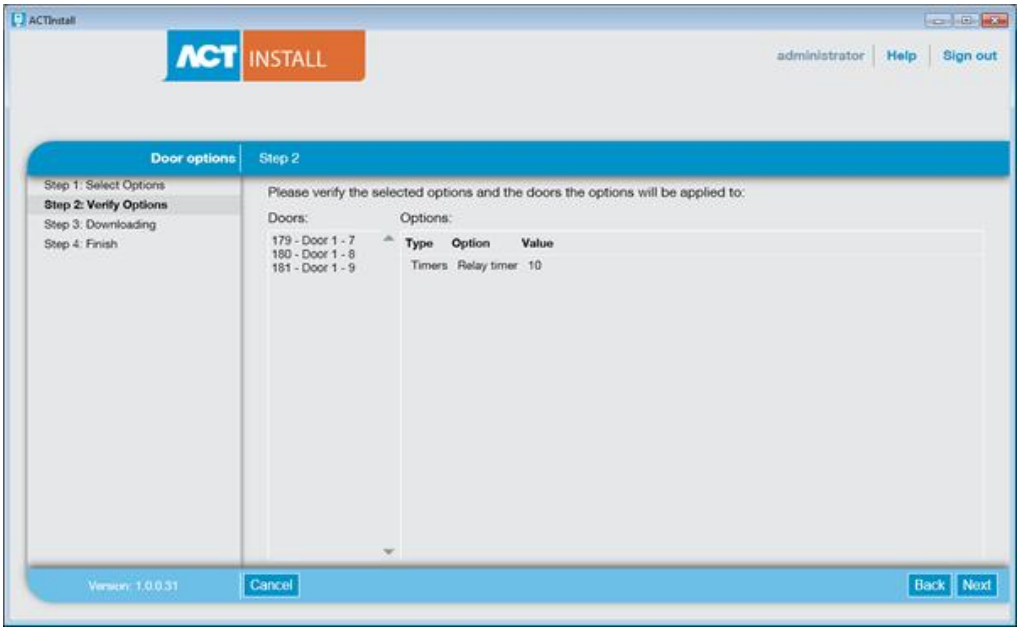
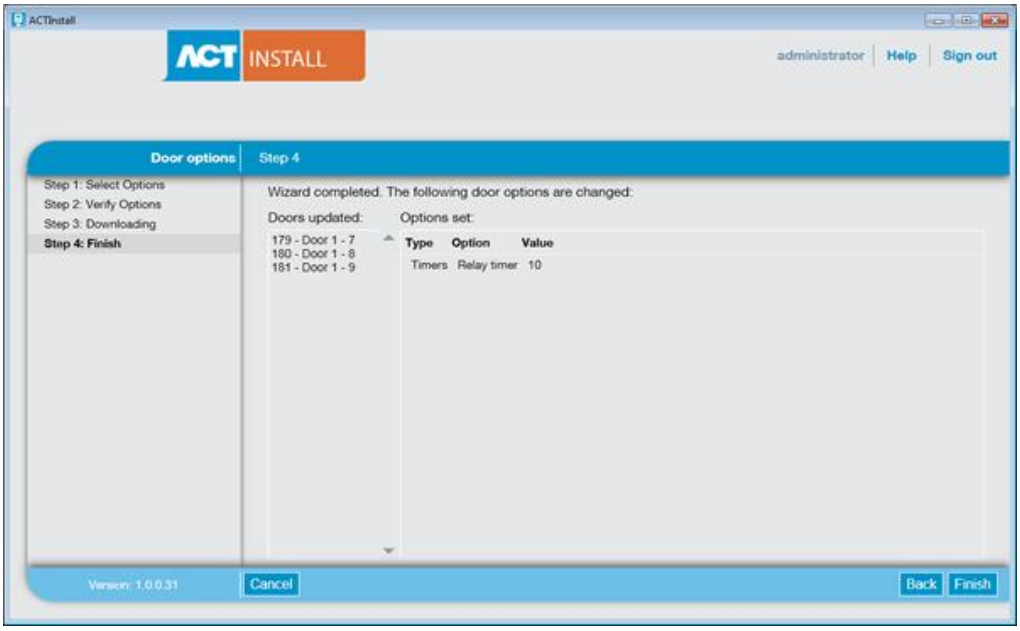


If you are satisfied that the options that will be applied are all correct, click **Next**.

- **Step 3: Downloading.** ACT Install applies the enabled/disabled options to the selected doors. A progress bar indicates how the download is progressing.
- **Step 4: Finish.** Once all settings have been applied, the *Finish* screen summarises the changes made.
  Click **Finish** to return to the *Doors* screen.

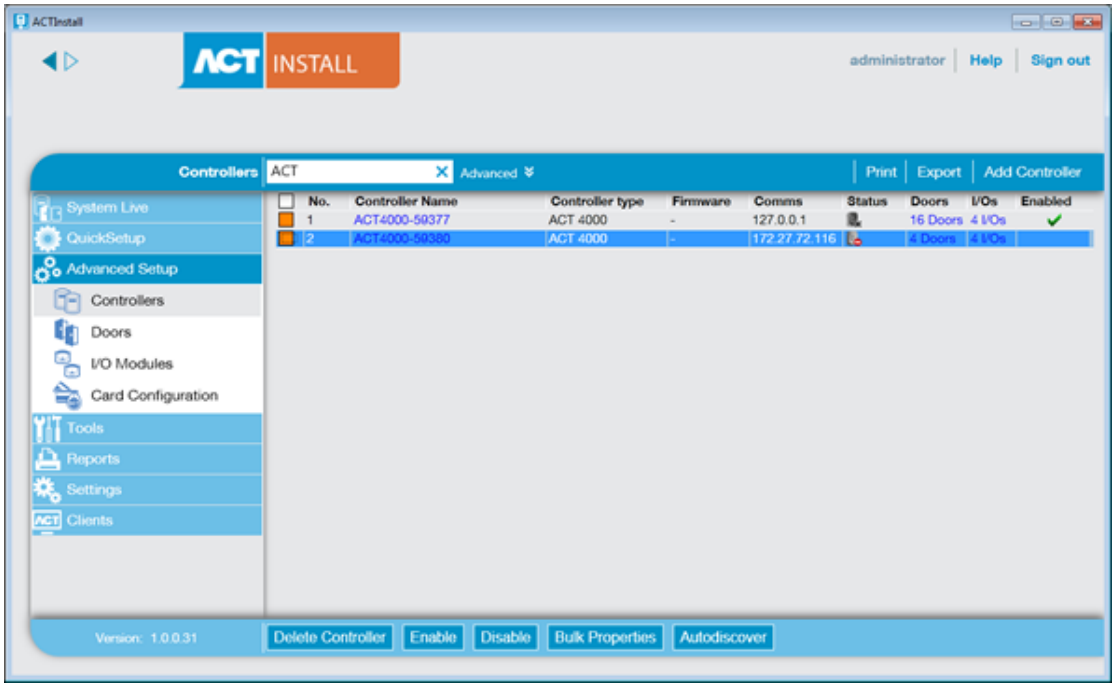


3.3.8 Set Properties for Multiple Controllers

If you want to set a property for multiple controllers, ACT Install allows you to do this in bulk instead of editing each controller individually.

Setting properties for multiple controllers

1. In ACT Install, click **Advanced Setup - Controllers**, then use the *Search/Advanced Search* options on the *Controllers* screen to find the controllers for which you want to set properties.
   For more information on the search options on the *Controllers* screen, see Controllers Screen (see page 204).
2. In the search results, select the check box for each controller for which you want to set properties.



3. Click **Bulk Properties**.
   The *Controller Options Wizard* appears.

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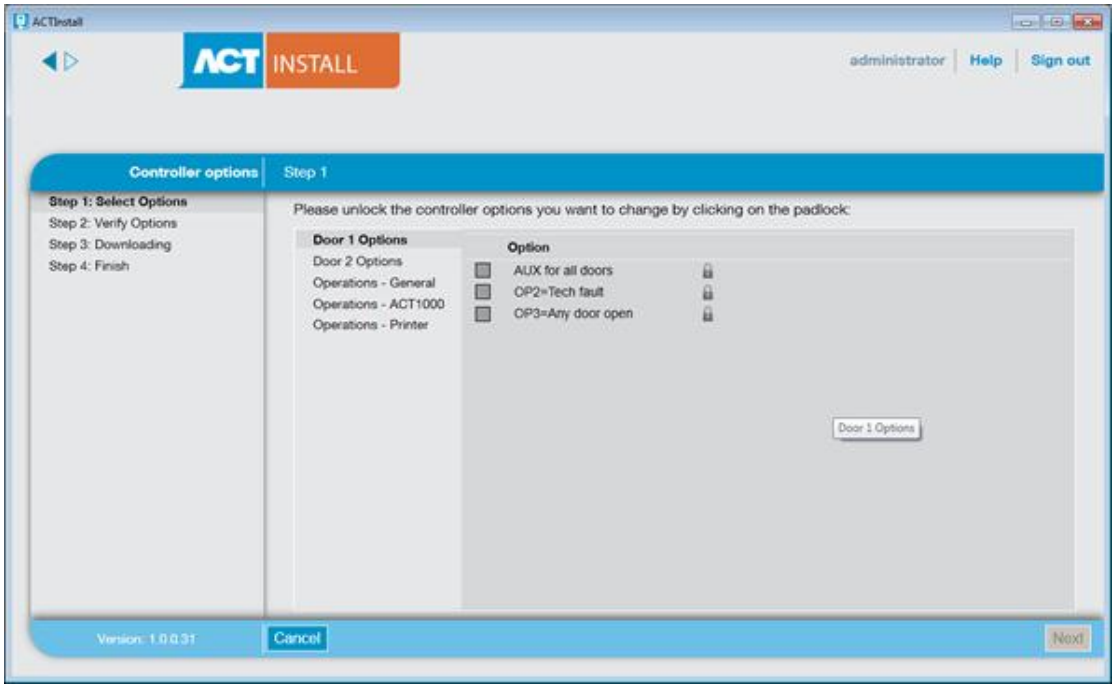

4. For each tab (**Door 1 Options**, **Door 2 Options**, **Operations - General**, **Operations - ACT1000**, and **Operations - Printer**), set the required properties to enable/disabled:

    1. Click the lock icon to lock ( ) or unlock ( ) an option.
    The enabled/disabled settings for unlocked options will be applied to the selected controller; the settings for locked options will be ignored.

    2. Select the check box for an option to mark it as enabled for all selected controllers, or leave the check box de-selected for an option to mark it as disabled for all selected controllers.

        Note: The check box does not reflect the actual value currently on the controllers.

5. Click **Next**.

    The *Verify Options* screen appears itemising the enabled/disabled settings the wizard will apply to the selected controllers. Review the details carefully before proceeding. If any settings are incorrect, click **Back** to return to the previous screen and amend them.

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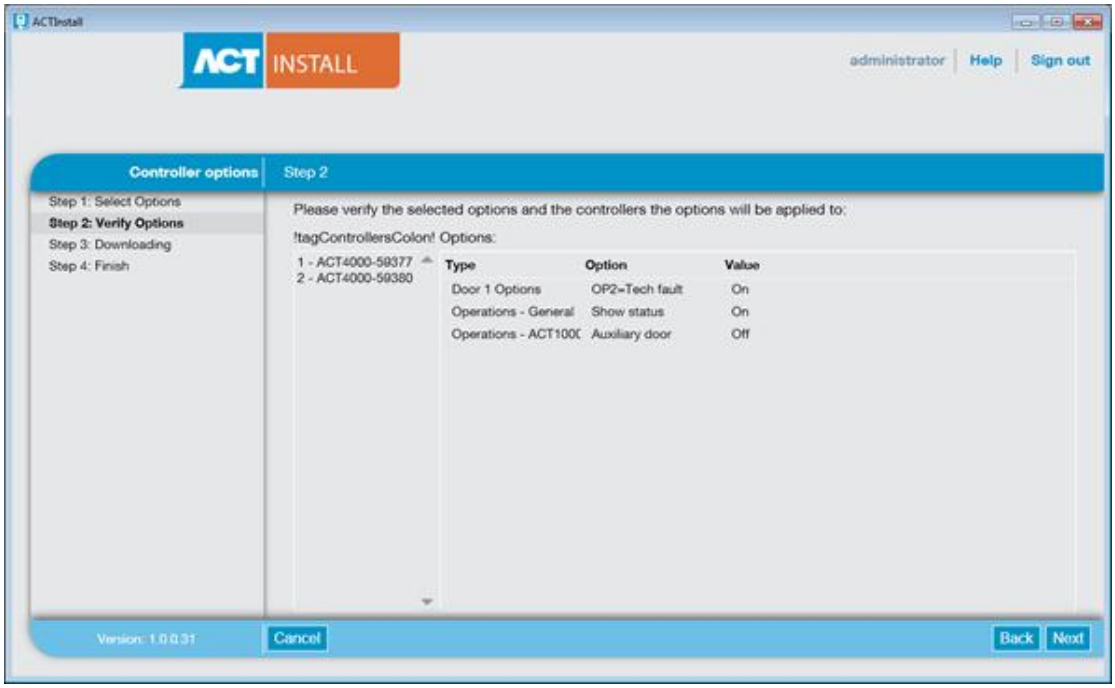

6. If you are satisfied that the options that will be applied are all correct, click **Next**.

7. ACT Install applies the enabled/disabled options to the selected controllers. A progress bar indicates how the download is progressing.

8. Once all settings have been applied, the *Finish* screen summarises the changes made.
   Click **Finish** to return to the *Controllers* screen.

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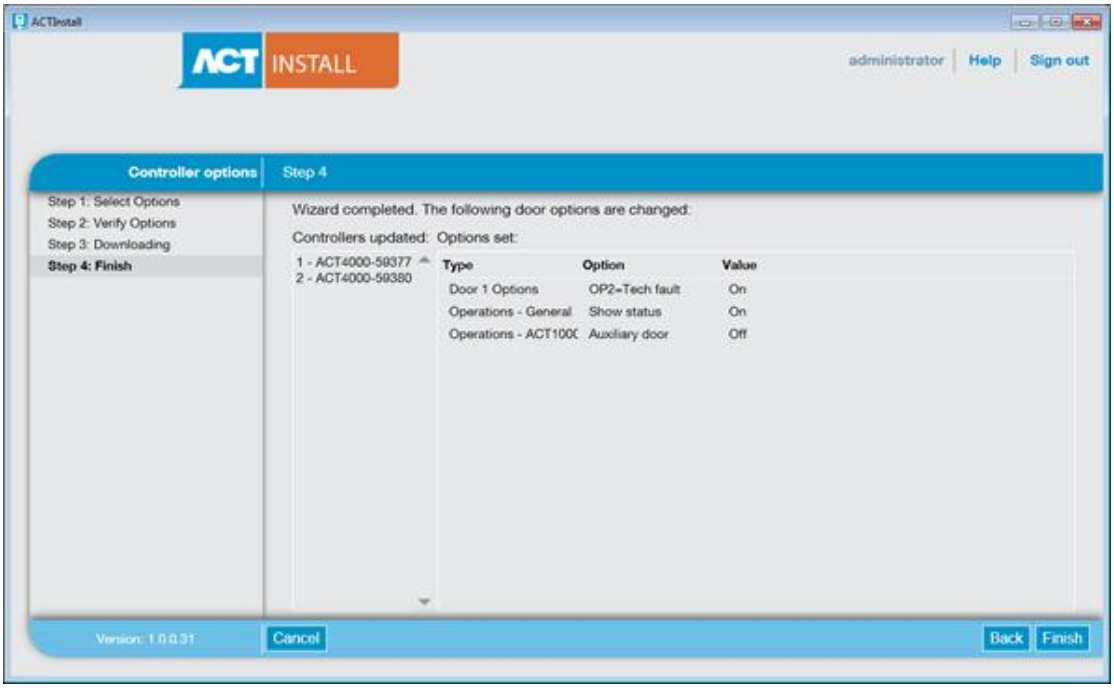

3.3.9 Change Database

The ACT Enterprise database contains details of all your controllers, doors, I/O modules, users, user groups, etc.

You can change which database you are using. Note, however, that it should be an unusual and rare event for you to change your database. Be sure you are changing the database after considering the implications carefully.

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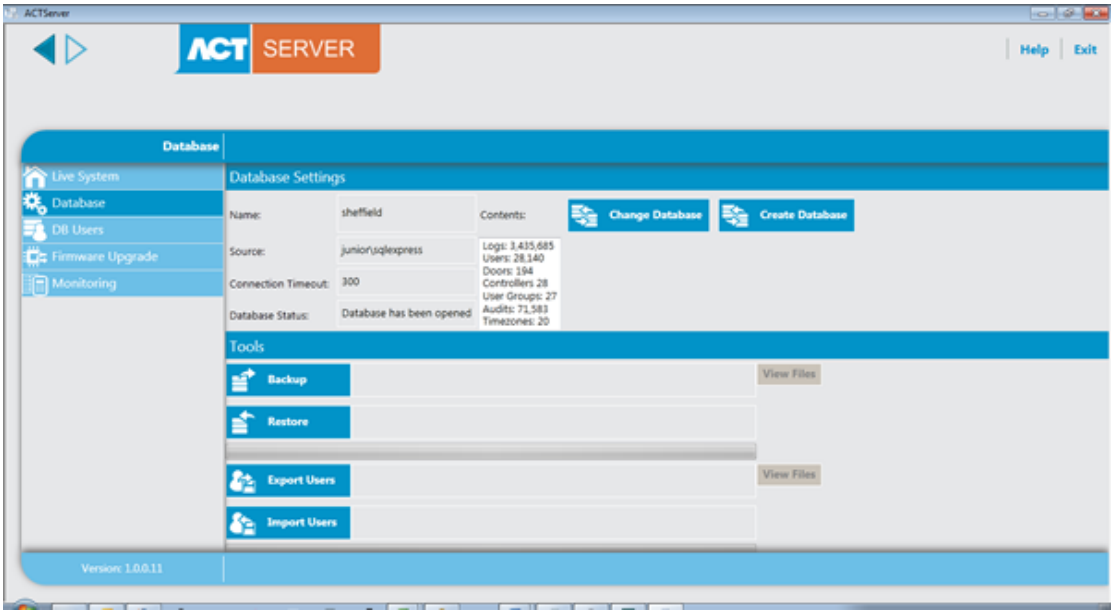
Changing database

1. In ACT Server, click **Database**.
   The *Database* screen appears, showing details of the currently connected database.



2. Click **Change Database** to select a different database to connect to.
   The *Change Database* dialog appears.

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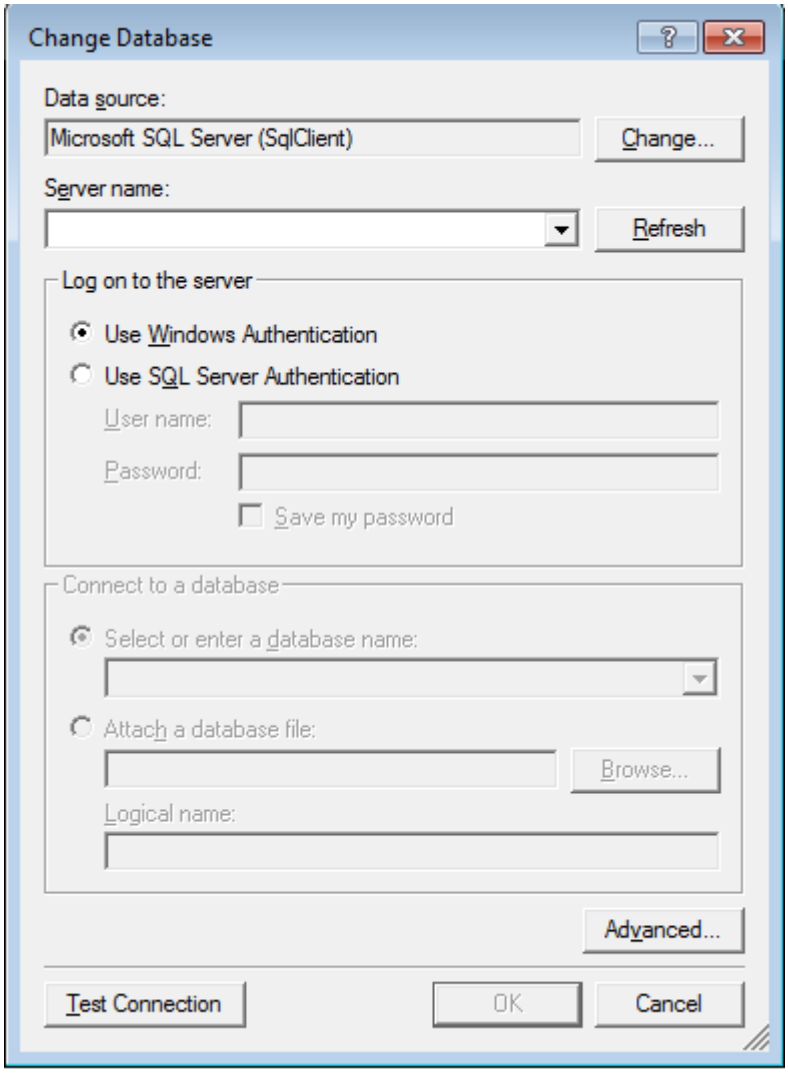

3. For ACT Enterprise, the *Data source* is always *Microsoft SQL Server* - do not change this setting.

4. From the *Server name* drop-down list, select the name of the server hosting your SQL Server.

5. At *Log in to the server*, select your authentication method.
   If you select *Use Windows Authentication*, you should ensure that your SQL database allows the Local System account to access it from the server ACT Enterprise runs on.
   If you select *Use SQL Server Authentication*, specify a valid *User name* and *Password*. The user name and password are passed explicitly to the SQL Server, so you should verify this is acceptable with your system administrator. In addition, if the user name and password change, then you will have to reenter them.

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6. At *Connect to a database*, select the database you want to connect to from the *Select or enter a database name* drop-down list.
7. Click **Test Connection** to verify the details you have specified.
   If any errors are reported, you should review and edit your settings to correct them.
8. Click **OK**.

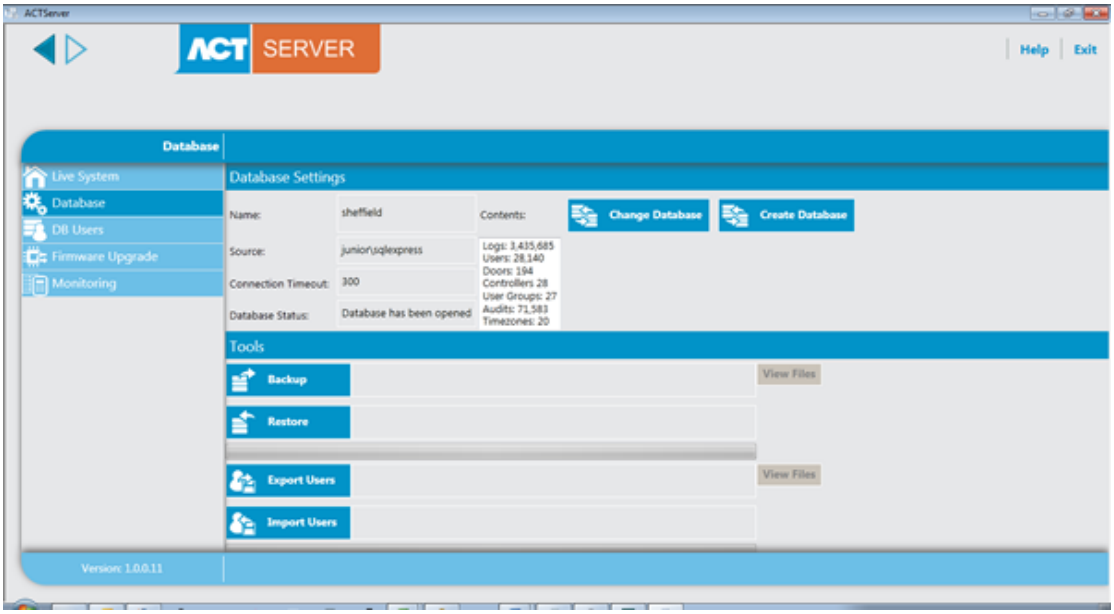
3.3.10 Add a New Database

The ACT Enterprise database contains details of all your controllers, doors, I/O modules, users, user groups, etc.

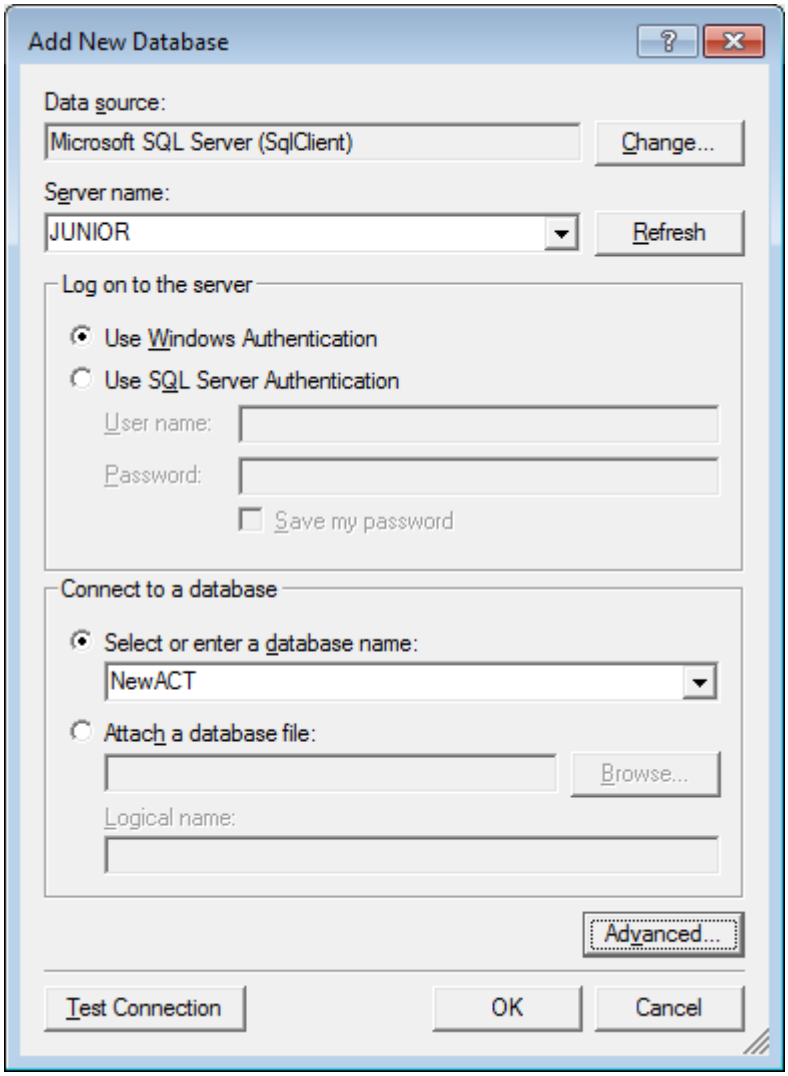
You can create a new database at any time.

Adding a new database

1. In ACT Server, click **Database**.
   The *Database* screen appears, showing details of the currently connected database.



2. Click **Create Database** to create a new database.
   The *Add New Database* dialog appears.



3. For ACT Enterprise, the *Data source* is always *Microsoft SQL Server* - do not change this setting.

4. From the *Server name* drop-down list, select the name of the server hosting your SQL Server.

5. At *Log in to the server*, select your authentication method.
   If you select *Use Windows Authentication*, you should ensure that your SQL database allows the Local System account to access it from the server ACT Enterprise runs on.
   If you select *Use SQL Server Authentication*, specify a valid *User name* and *Password*. The user name and password are passed explicitly to the SQL Server, so you should verify this is acceptable with your system administrator. In addition, if the user name and password change, then you will have to reenter them.

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6. At *Connect to a database*, enter the name of your new database in the *Select or enter a database name* field.
7. Click **OK**.

3.3.11 See What Hardware is on the Network

You can generate a report that provides a snapshot of all hardware on your network from ACT Install.

In ACT Install, click **Reports - System Snapshot** to see a list of all controllers, doors and I/O modules with summary information about each device and its current status, and also a list of recent system events. This report can be printed or exported using the links at the top-right corner of the screen.
For more information, see System Snapshot (see page 240).

Alternatively, go to **Advanced Setup** and choose what type of hardware you want to review. You can list doors, controllers, IO Modules, DVRs, and cameras.

3.3.12 Configure Timers

You can:

- Configure door timers (see page 66)
- Configure input timers (see page 68)
- Configure output timers (see page 69)

Configuring timers for a door

1. In ACT Install, click **Advanced Setup - Doors**, or in ACT Manage, click **Manage - Doors**.
2. Using the *Search*/*Advanced Search* options on the *Doors* screen, find the door for which you want to configure timers.
   For more information on the search options on the *Doors* screen in ACT Install, see Doors Screen (see page 214).
   For more information on the search options on the *Doors* screen in ACT Manage, see Doors Screen (see page 134).
3. In the search results area on the *Doors* screen, click the name of the door you want to configure.
   The *Door Details* screen appears.
4. In ACT Install, on the **Timers** tab, you can specify the following timers: *Relay Timer*, *AUX Output*, *OP2 Timer*, *OP3 Timer*, *Door Ajar Timer*, *Extended Relay*

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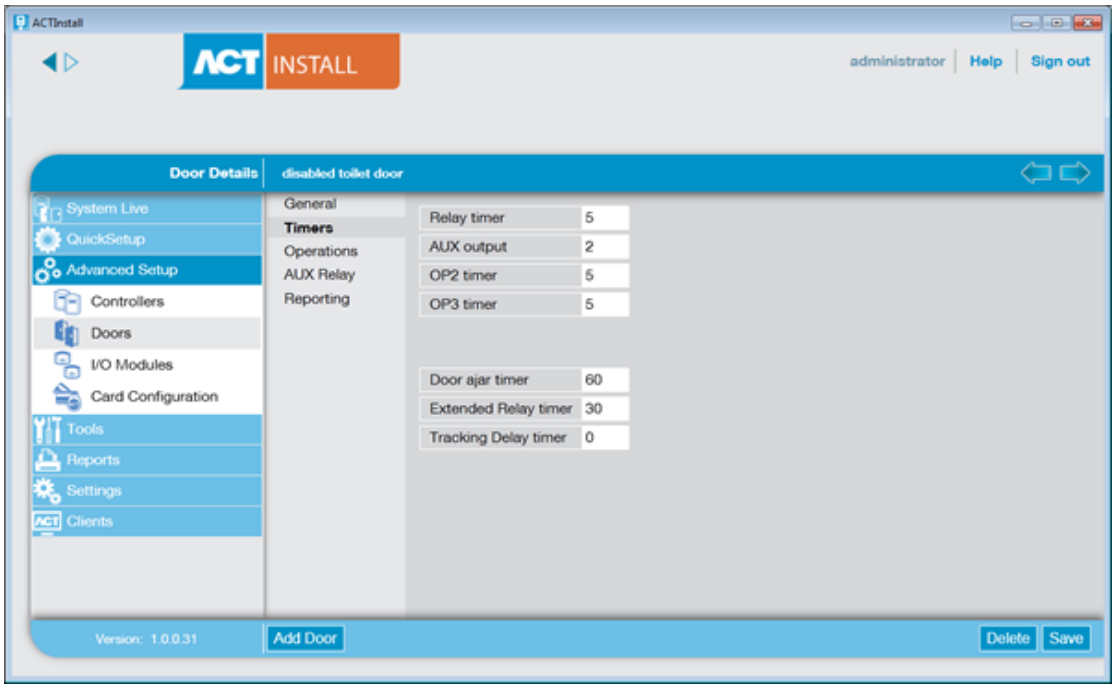
Timer, *Tracking Delay Timer*.
For more information, see Door Details - Timers Tab (see page 216).



Or

In ACT Manage, on the **General** tab, you can specify values for the *Relay Timer* and the *Door Ajar Timer*.
For more information, see Door Details - General Tab (see page 135).

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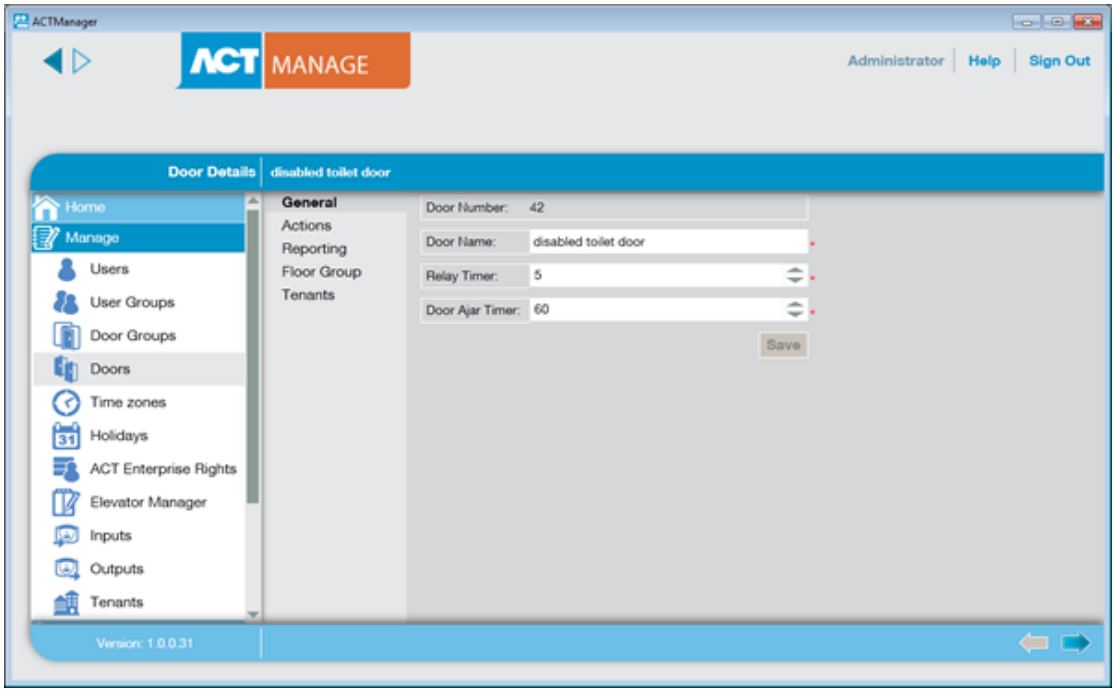

5. Click **Save**.

Configuring an input timer

1. In ACT Install, click **Advanced Setup - I/O Modules;** on the *I/O Modules* screen click the **Inputs** link for the I/O module with the input whose timer you want to configure; then on the *Inputs* screen, click the name of the specific input whose timer you want to configure.
   Or
   In ACT Manage, click **Manage - Inputs**, search for the input whose timer you want to configure, and in the search results area on the *Inputs* screen, click the name of the input you want to configure.

   The *Input Details* screen appears.

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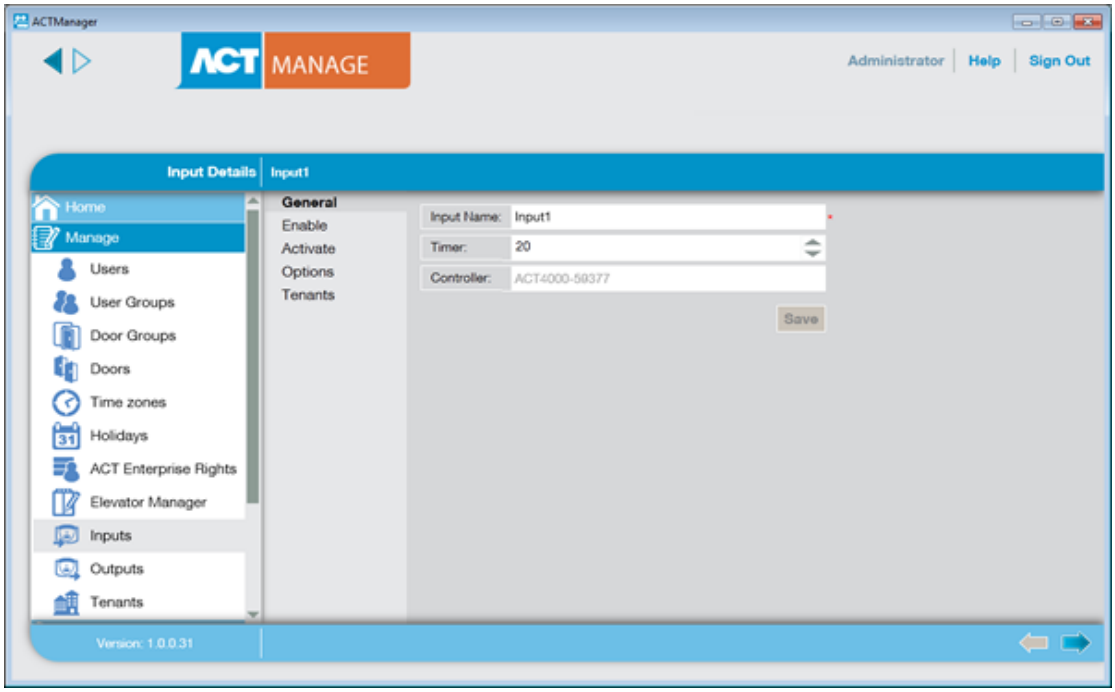

2. On the **General** tab, in the *Timer* field, specify the amount of time in seconds that the input must remain in a certain state before the change is reported. This prevents a momentary change in the input from causing a false alarm.

3. Click **Save**.

Configuring an output timer

1. In ACT Install, click **Advanced Setup - I/O Modules;** on the *I/O Modules* screen click the **Outputs** link for the I/O module with the output whose timer you want to configure; then on the *Outputs* screen, click the name of the specific output whose timer you want to configure.
   Or
   In ACT Manage, click **Manage - Outputs**, search for the output whose timer you want to configure, and in the search results area on the *Outputs* screen, click the name of the output you want to configure.

   The *Output Details* screen appears.

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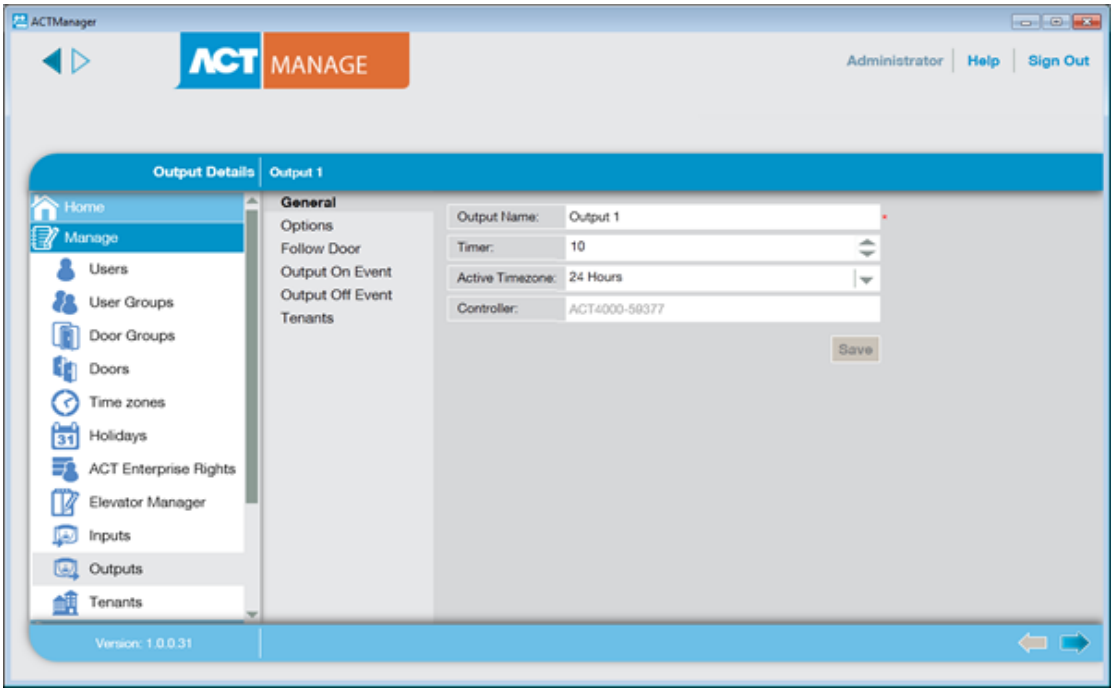

2. On the **General** tab, in the *Timer* field, specify the amount of time in seconds that the output must remain in a certain state before the change is reported. This prevents a momentary change in the output from causing a false alarm.
3. Click **Save**.

3.4 Managing the System

3.4.1 Add a Door Group

Door groups are a convenient way of grouping a number of doors to simplify granting/denying access to that group of doors. Door groups are essential for applying user group access rights.

ACT Manage allows you to create and edit door groups. Doors must be added to the system through ACT Install before they can be assigned to door groups. For more information, see How do I add a Door (see page 46). Any given door may belong to multiple door groups.

You can:

- Create a door group manually through the *Door Group Details* screen (see page 71)
- Create a door group using the *Door Group Wizard* *(see page 72)*

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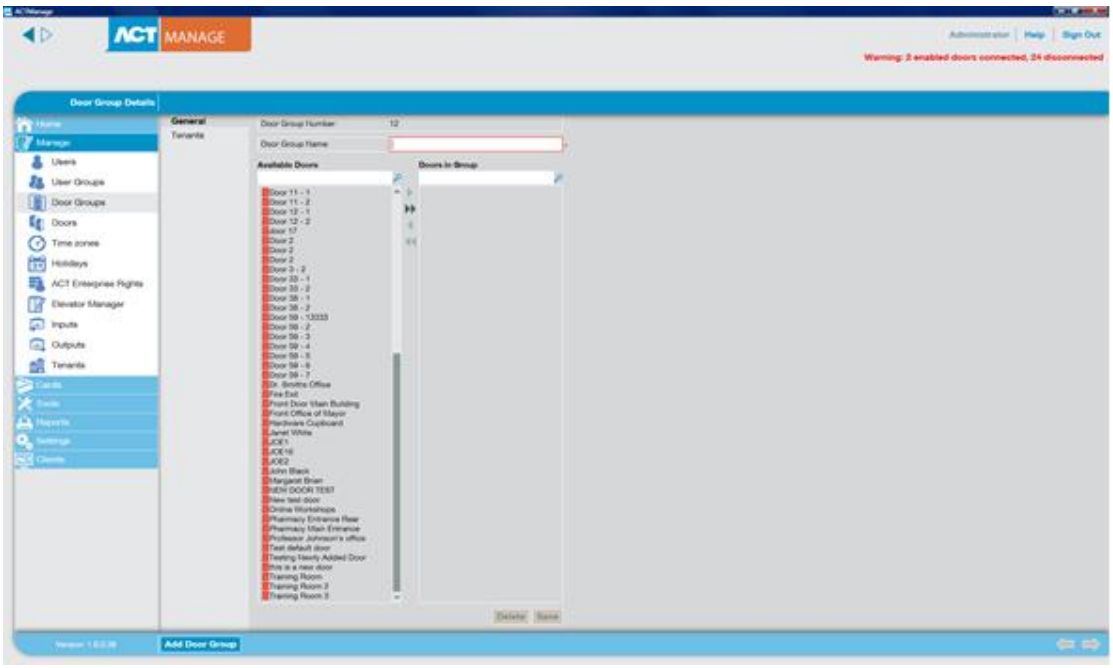
Adding a door group through the Door Group Details screen

1. In ACT Manage, click **Manage - Door Groups**, then click **Add Door Group** in the top right corner of the *Door Groups* screen.

   The *Door Group Details* screen appears.



2. Specify the *Door Group Number* and *Door Group Name* on the **General** tab.
3. Specify the doors in the door group on the **General** tab:
   - To add a door, select the door in the *Available Doors* list, then click the right-arrow ( ).
   - To remove a door, select it in the *Doors in Group* list and click the left-arrow ( ).
4. If tenancies are in use, you can select which tenancies this door group is available to on the **Tenants** tab.
   For more information on tenancy, see About Tenancy (see page 159).
5. Click **Save** to create a record for the door group.

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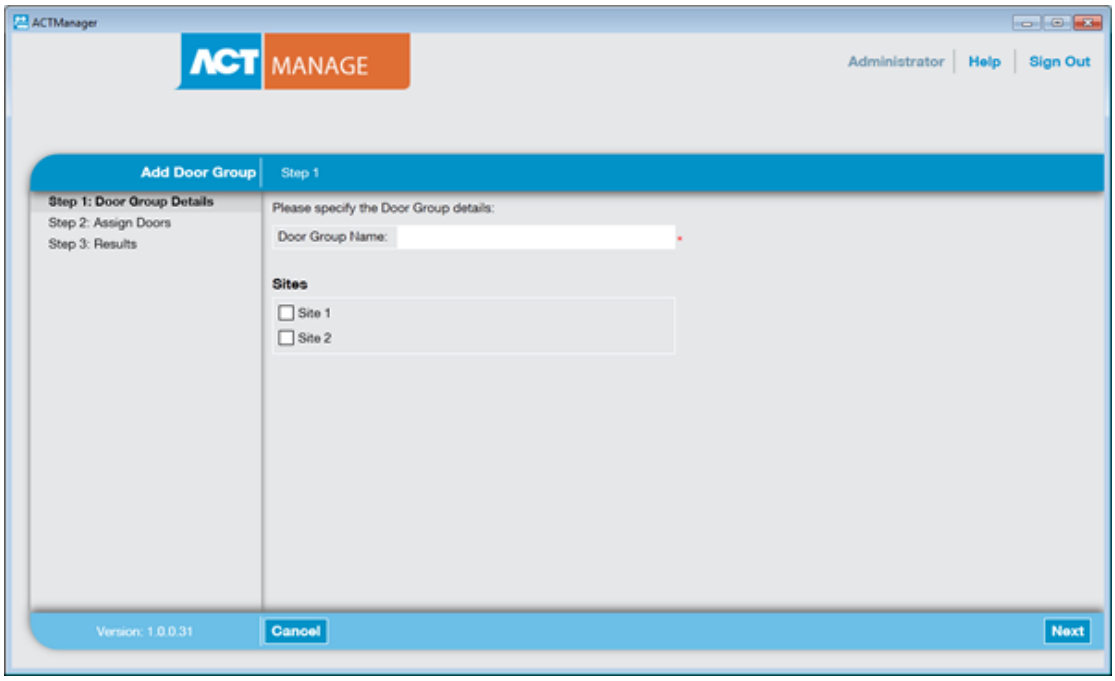
Adding a door group using the Door Group Wizard

1. In ACT Manage, click **Add Door Group** on the *Home* screen to open the *Add Door Group Wizard* which walks you through adding a door group step by step.



2. Follow the wizard's onscreen instructions to add a new door group, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

3.4.2 Configure Operator Access Rights

ACT Manage allows you to configure operators (also called DB Users) of ACT Enterprise software through the *ACT Enterprise Rights* screen. An operator is a person who uses the ACT Enterprise software. You can restrict an operator's access to particular data and functions when using the software.

Note: Only Administrators can view or change ACT Enterprise Rights.

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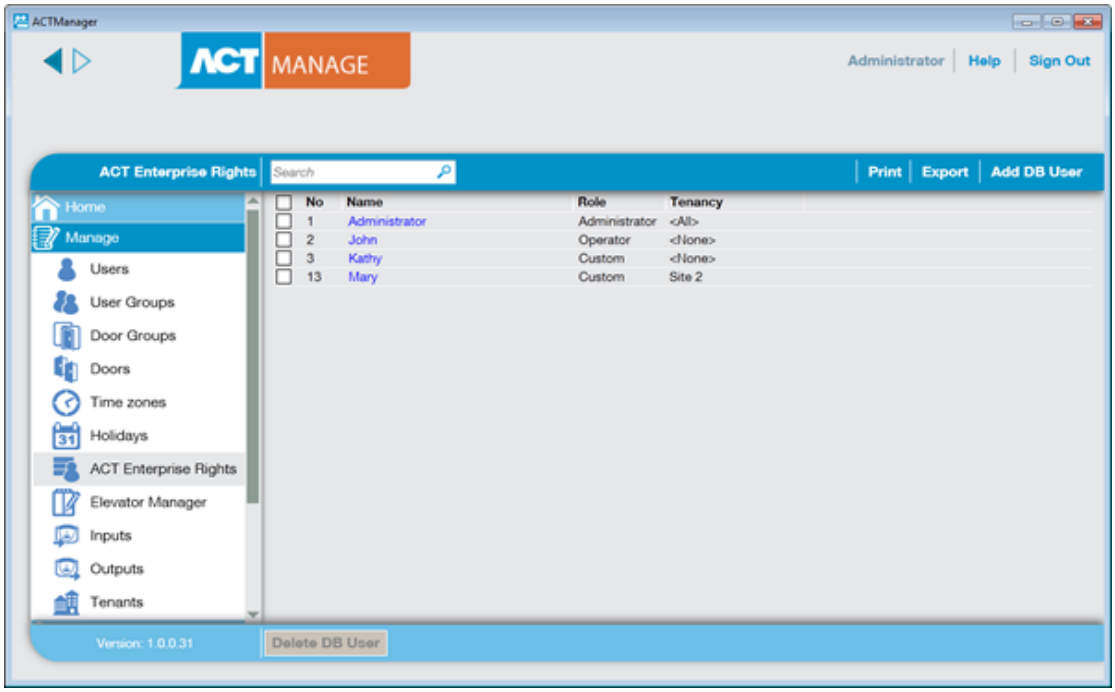
Configuring Operator access rights

1. In ACT Manage, click **Manage - ACT Enterprise Rights**.



2. To edit an existing operator's access rights, click their name.
   The *DB User Details* screen appears.
   For more information on this screen, see DB User Details Screen (see page 145).

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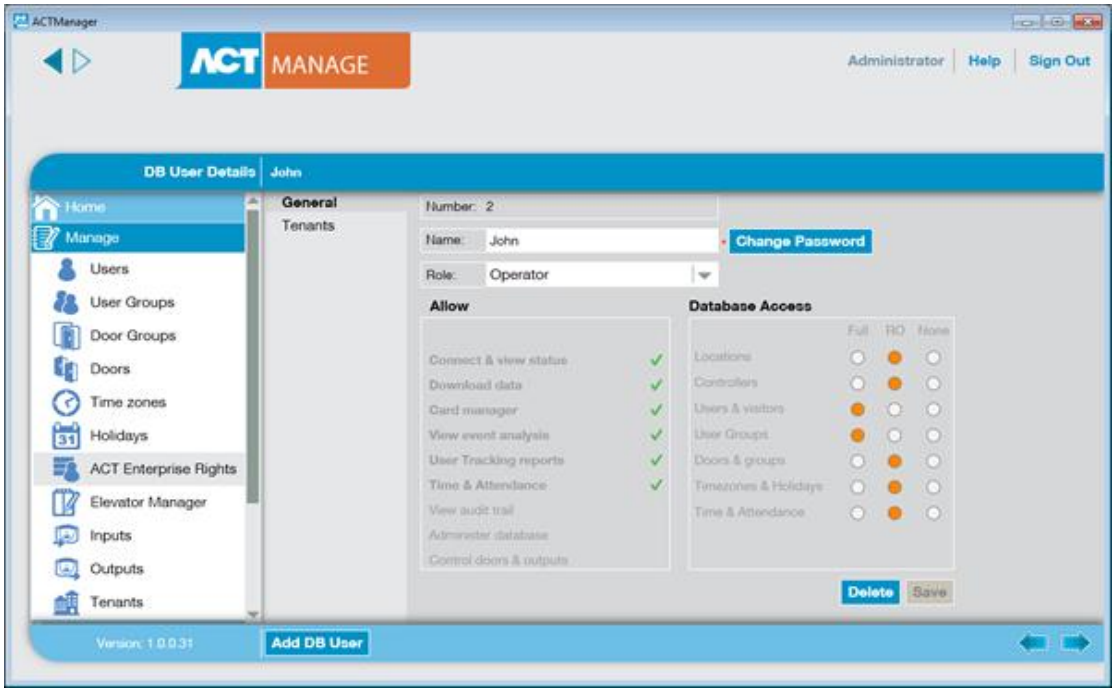

3. From the *Role* drop-down list:

   - Select a standard role to assign the operator a pre-defined combination of rights to access functions and data.
     The *Allow* and *Database access* areas reflect the rights for the selected role.

     Or

   - Select *Custom* to specify a customised combination of rights.
     When you select *Custom*, you can optionally select which clients (*Monitor*, *Manage*, *Install*) the operator should have access to. The appropriate rights are assigned by the system to allow the DB User to access the selected clients.
     Alternatively, select the user's required rights from the *Allow* and *Database Access* areas.

4. Click **Save**.

Note: If a user does not have sufficient minimum access rights for a client, such as ACT Monitor, then the client will be disabled in the **Clients** menu.

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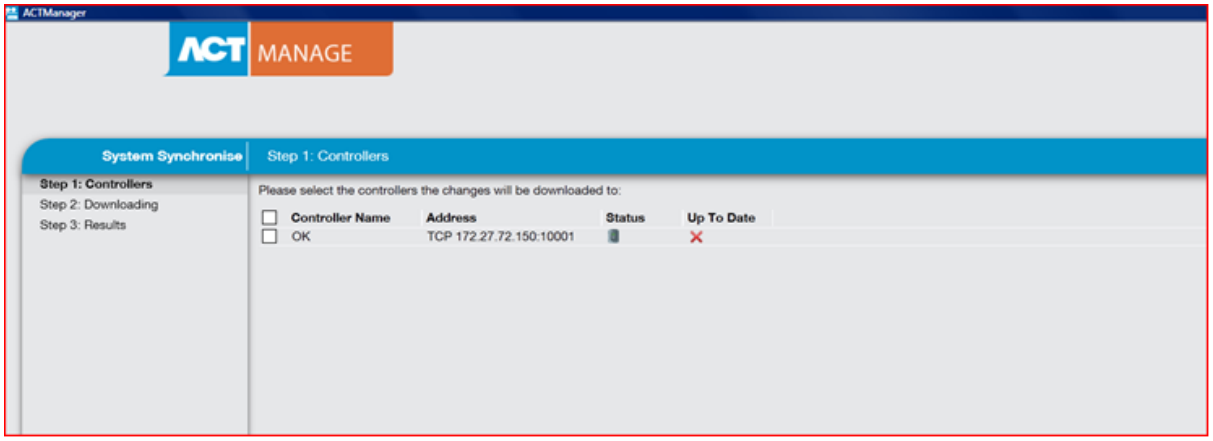
3.4.3 Synchronise Controller Information

The System Synchronise Wizard in ACT Manage and ACT Install allows you to download the entire database to one or more controllers. Controllers remain offline during downloads, meaning that they cannot be commanded during this time, nor will they report events. Door stations will have limited functionality during the download. You should only do a download if you are entirely sure it is required.

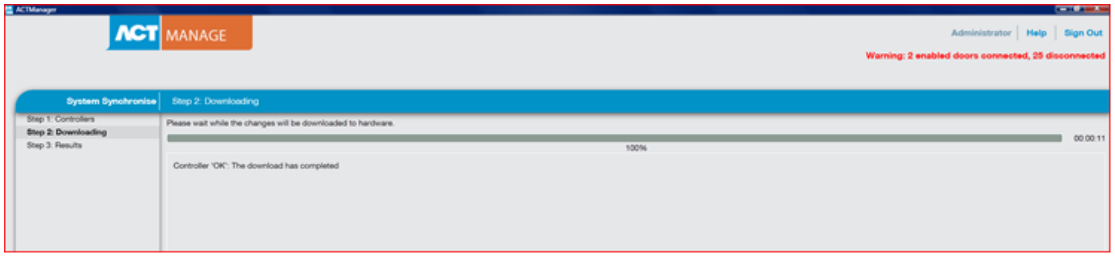
Note: Synchronising controllers means that all data entered on the controller directly, via its keypad, will be lost.

Synchronising controller information

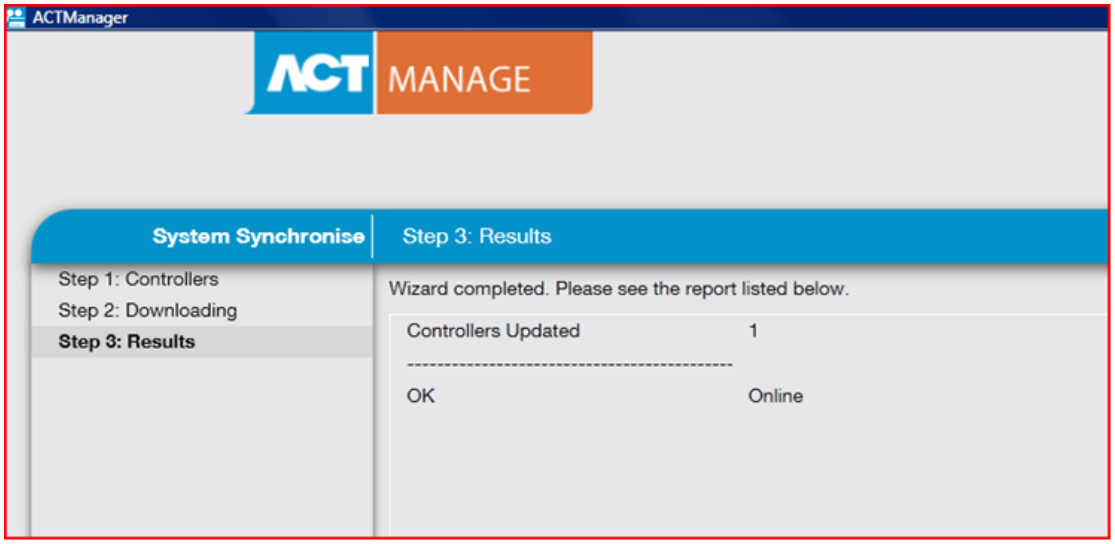
In ACT Manage or ACT Install, click **Tools - System Synchronise**.
The *System Synchronise Wizard* appears.



- **Step 1: Controllers.** This screen indicates whether each controller is up to date or not.
  Select which controllers you want to download to, then click **Next**.



- **Step 2: Downloading.** This screen shows a progress bar which indicates the overall progress of the system synchronisation. The message area shows information for each controller as data is downloaded.
  When the download has fully completed, click **Next**.



- **Step 3: Results.** This screen shows the results of the synchronisation operation: the number of controllers updated and their current statuses.

Click **Finish** to leave the wizard.

3.4.4 Configure a Door's Actions

Actions are settings automatically applied by a door controller at specified times without the need for user intervention.

For example:

- A door may require additional security out of office hours where a PIN may be required.
- A door may be set to have card and PIN access 24 hours. This is common for rooms that require a high level of security.
- A door may be automatically opened during business hours.

Actions may be used to control external devices via the controller outputs, or to alter the security level of a door at certain times. Each action may be inactive (default) or have any defined time zone assigned.

Note: Before configuring a door's actions, you should ensure you have created all the time zones required. For more information, see How to add a Time Zone (see page 81).

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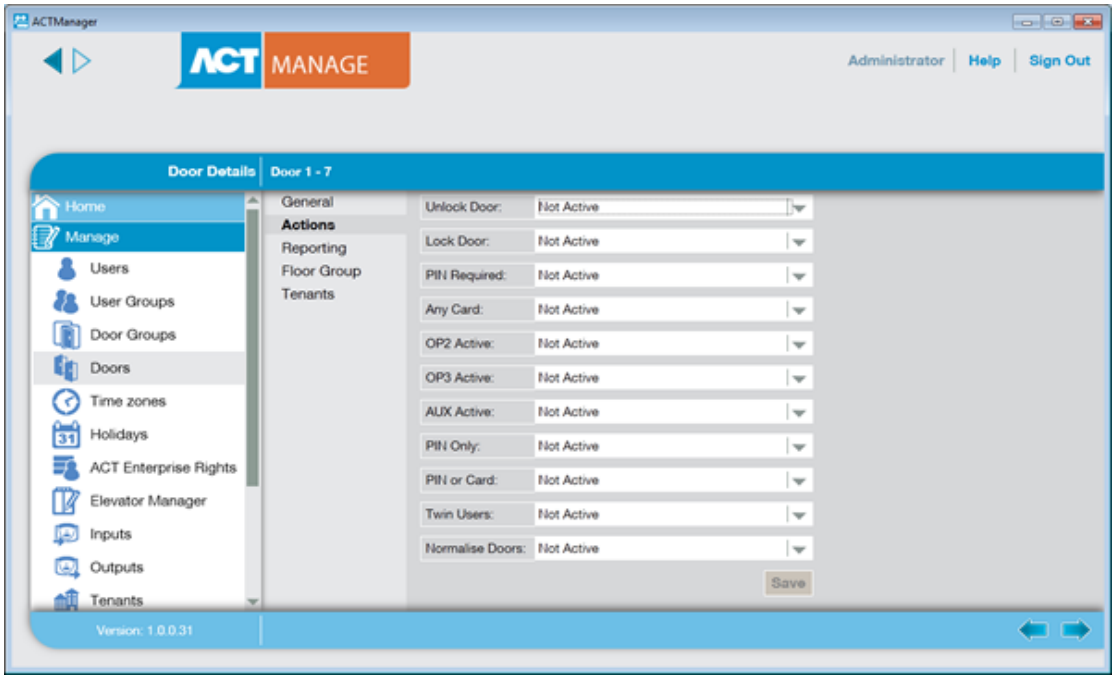
Configuring a door's actions

1. In ACT Manage, click **Manage - Doors**. If the door whose actions you want to configure is not immediately visible, use the *Search*/*Advanced Search* options on the *Doors* screen, find the door for which you want to configure actions. For more information on the search options on the *Users* screen, see Doors Screen (see page 134).
2. In the search results area on the *Doors* screen, click the name of the door you want to configure.
   The *Door Details* screen appears.
3. Click the **Actions** tab of the *Door Details* screen.



4. For each listed action, select a time zone from the corresponding drop-down list to determine when the action applies for this door.

   For a description of each of the available actions, see Door Details - Actions Tab (see page 136).
5. Click **Save** when you have finished configuring required action/time zone combinations.

Note: Some timed actions are mutually exclusive. In this case, only one timed action should be selected where the times zones overlap. Examples are: *Lock Door* and *Unlock Door*; or *PIN Required*, *PIN or Card*, and *Any Card*.

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3.4.5 Configure Fire Doors

Fire doors are automatically opened in the event of a fire to allow free passage of users. In ACT Enterprise, fire doors are specified by adding them to a door group, then marking that door group as the one containing *Fire override doors*.

To set up fire doors:

1. In ACT Install, add the controllers and connected doors to the system. For more information, see Add a Controller (see page 38) and Add a Door (see page 46).
   Note: If you are using ACT4000 controllers, ACT Install can automatically detect controllers and their connected doors. For more information, see Auto-discover Networked ACT4000s (see page 50).
2. Physically wire your infrastructure so that a common 0V output from the fire panel is brought separately to the AUX input on door 1 of each controller. Each controller that receives the fire alarm signal will automatically unlock the assigned fire doors in the event of the fire alarm and normalise the doors immediately once the fire condition is cancelled.
3. In ACT Manage, create a door group for fire doors, and specify which doors will be opened automatically in the case of a fire. For more information, see Add a Door Group (see page 70).
4. In ACT Manage, specify that this door group is the one containing *Fire override doors*. See below.

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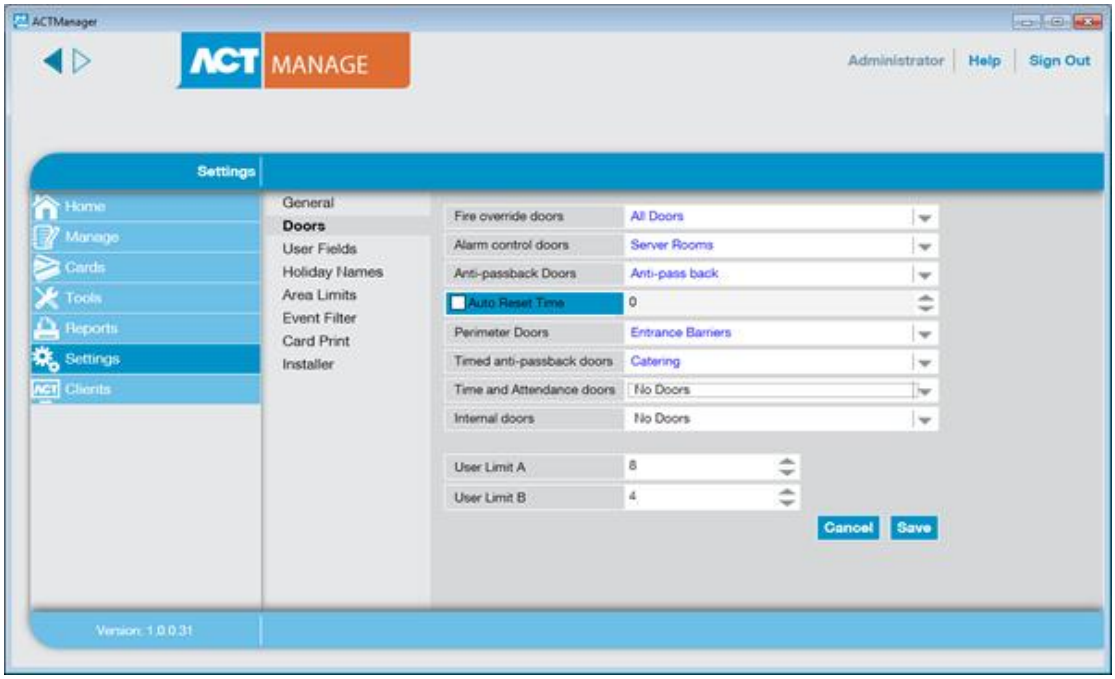
Marking a door group as one containing Fire Override doors

1. In ACT Manage, click **Settings**.
2. On the *Settings* screen, click the **Doors** tab.



3. At *Fire override doors*, select the door group containing fire doors.
4. Click **Save**.

3.4.6 Configure Holidays

ACT Manage allows you to specify up to 9 holiday types (see page 80), and to assign at most one holiday type to each day of the year (see page 80).

When you specify time zones (periods when access rights apply), you can mark them as active for week days and also for days assigned specific holiday types. For more information on specifying time zones see Add a Time Zone (see page 81).

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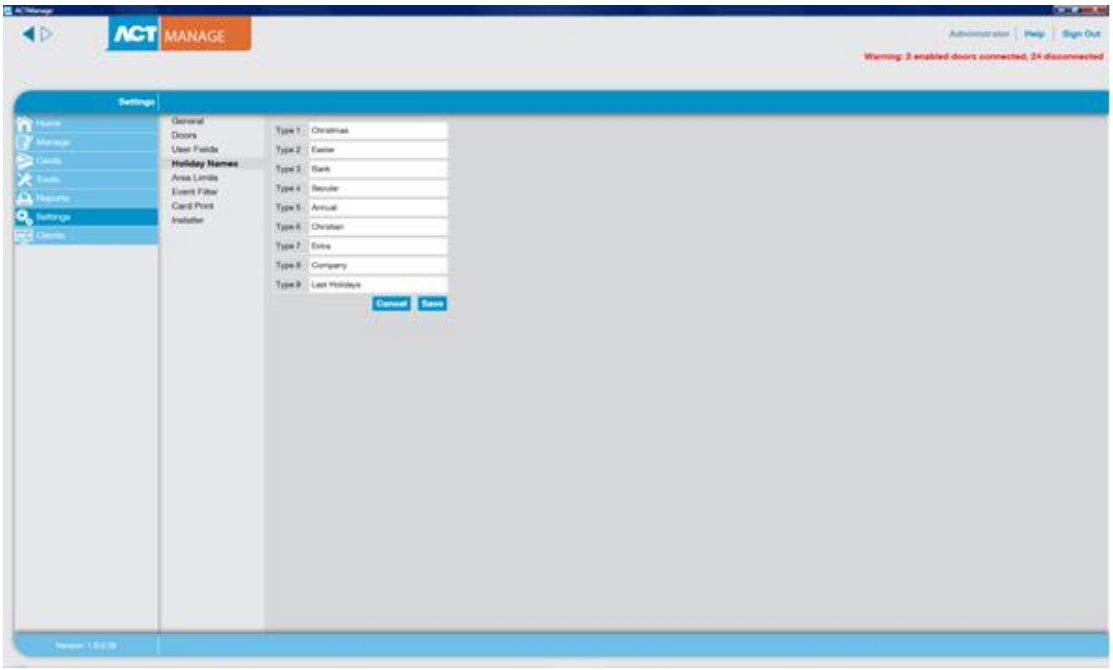
Configuring holiday types

1. In ACT Manage, click **Settings**.
2. Click the **Holiday Names** tab.



3. Enter names for up to nine holiday types and click **Save**.

Marking days of the year as holidays

1. In ACT Manage, click **Manage - Holidays**.
   The *Holidays* screen shows a 12 month calendar starting at the current month, and a list of colour-coded holiday types.
   The current date is selected by default.
   Dates flagged as holidays are highlighted in the corresponding holiday type colour.

   Note: Adding a holiday for a specific day/month combination leaves that holiday for that date in the system for each subsequent year. You should periodically review your holidays, for instance moving bank holidays.

   For more information, see Holidays Screen (see page 143).

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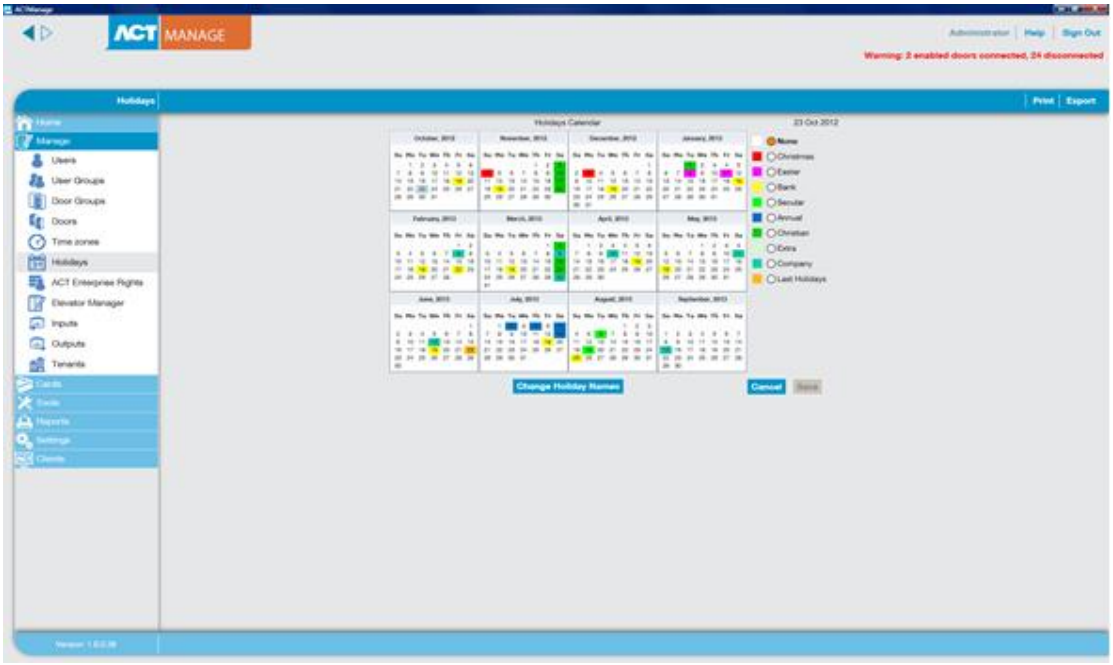

2. To assign or change the holiday type for any date, select that date and click the radio button for a holiday type to assign that type. Only one holiday type may be assigned to each date.
3. To remove a holiday type for any date, select that date and click the *None* radio button.
4. Click **Save**.

3.4.7 Add a Time Zone

A time zone consists of up to 8 time periods. Each period specifies a time range and the days and holidays for which the period is active. The time zone is active when any of its periods are active.

Time zones are used to specify when a user/group's access rights are valid.

Time zones can be created and edited in ACT Manage.

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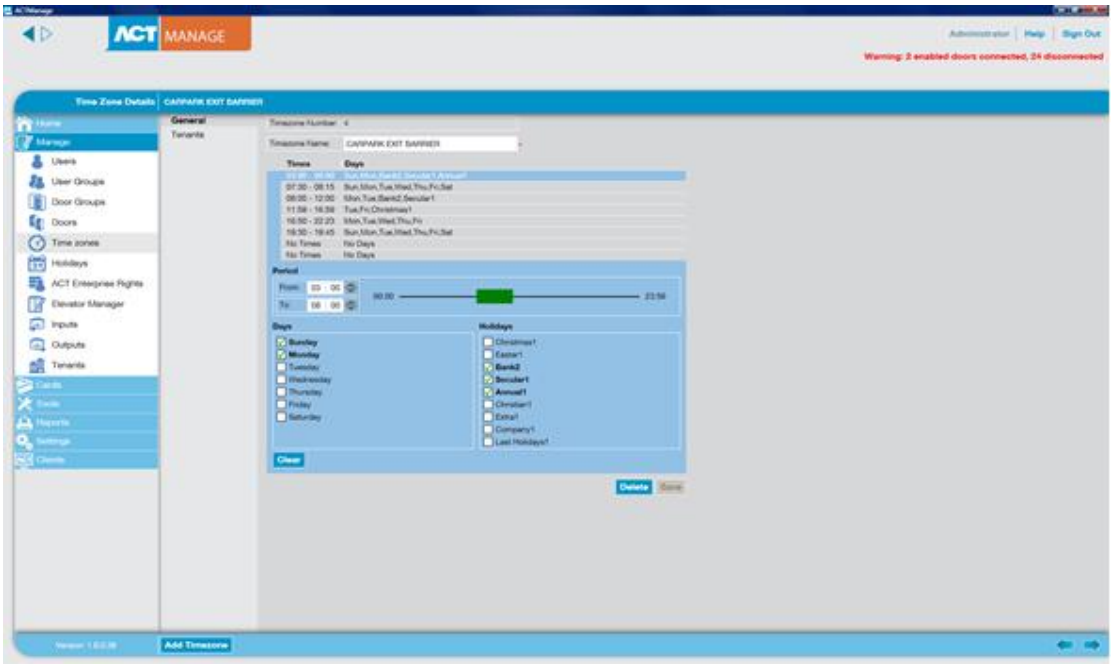
Adding a Time Zone

1. In ACT Manage, click **Add Time Zone** on the *Home* screen, or click **Manage - Time Zones**, then click **Add Time Zone** in the top right corner of the *Time Zones* screen.

   The *Time Zone Details* screen appears.



2. Enter the *Timezone Name* on the **General** tab.
3. In the lower section of the **General** tab, specify the *Times*/*Days* combinations when this time zone is active.
   To specify a *Times*/*Days* combination, select a row, and in the fields below specify the corresponding *Period* (*From* and *To* times), and select the *Days* and *Holidays*.
4. If tenancies are in use, you can select which tenancies this time zone is available to on the **Tenants** tab.
   For more information on tenancy, see About Tenancy (see page 159).
5. Click **Save** to create the time zone.

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4 Reference Information

The following sections provide reference information on the screens in ACT Monitor (see page 83), ACT Manage (see page 103), ACT Install (see page 198) and ACT Server (see page 248).

The reference sections do not include screen shots of the software - please refer to the relevant software module while reviewing this information.

4.1 ACT Monitor

4.1.1 About ACT Monitor

ACT Monitor allows security and reception staff to monitor activity on the system and to easily issue door commands.

Events can be viewed for doors and for users. More complex reporting is also possible. Live events appear in the home page and the information stream can be paused to allow closer inspection of one or more specific events. A list of doors can be filtered by user group or status. Alarms are listed in a separate panel, where they can be acknowledged if desired.

See Also

Navigating ACT Client Interfaces (see page 8)

ACT Monitor Menus (see page 85)

4.1.2 General

4.1.2.1 ACT Monitor Home Screen

The *Home* screen provides a summary view of the ACT Enterprise system.

- *Doors.* This area shows the status of all doors on the system. Hover over the icon for any door to see its status in a popup. You can issue a command on a door by selecting the box for that door, then clicking **Lock**, **Unlock**, **Pass** or **Normalise** at the bottom of the screen.

  You can use the *View Options* to filter the doors you can see in the panel by several criteria. You can view doors that are Online or Offline, Enabled or Disabled. Or you can choose a specific door group to view (this option filters the recent events displayed also).

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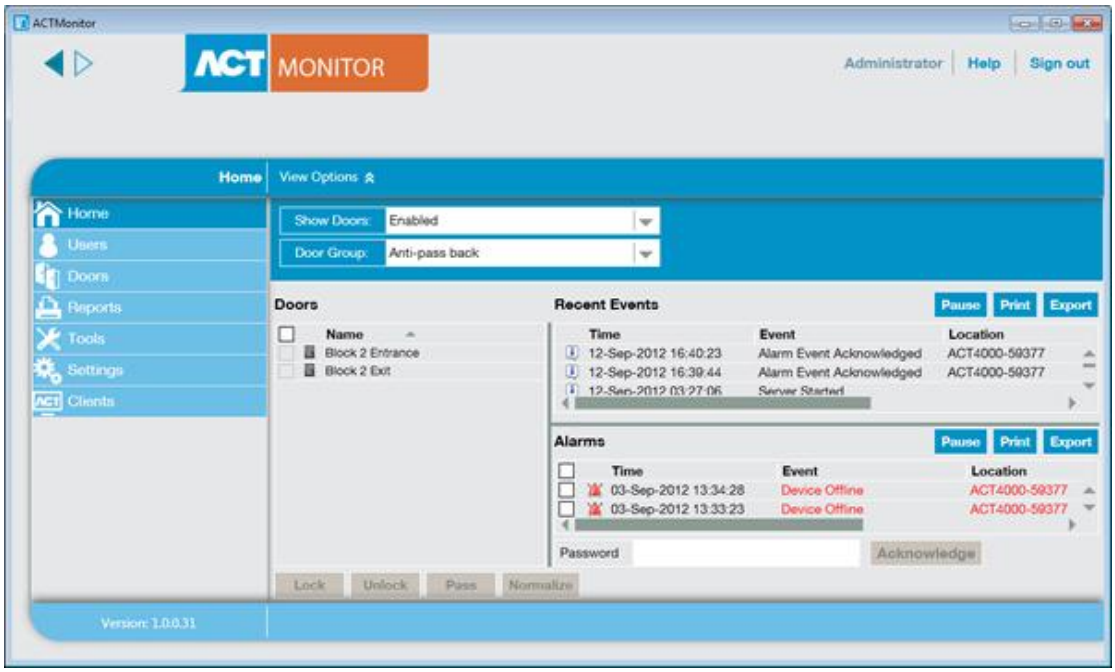

- *Recent Events.* This area shows the time, location and summary information for events on the system.

  Click **Pause** to temporarily prevent new events from appearing in this area - this may be of use if there are a high volume of events and you want to read the details for one currently on screen. The **Pause** button turns into a **Continue** button when pressed. Click **Continue** to begin adding live events to this area again.

  You can filter the events you can see by selecting a specific *Door Group* in the *View Options* area.

  You can also print and export information displayed in this area. For more information, see Printing (see page 11) and Exporting (see page 11).

  For an event involving a user, such as an *Access Granted* or *Access Denied* event, click the user's name in the *Details* column to view the user's profile on the *User Details* screen. Click the **Back** icon (◀) at the top of the *User Details* screen to return to the *Home* screen.

- *Alarms.* This area shows alarms that have been triggered on the system.

  As with the *Recent Events* area, you can pause, print and export the data shown here.

  Click a value in the *Event* column to view that event on the *Event Details screen* (see page 85).

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You can also mark an alarm as *Acknowledged*, which indicates that you have seen the alarm details and either taken action, or determined that no action is required. Acknowledged alarms are removed from this area. To acknowledge an alarm, select the box for that alarm, enter a password if necessary, and click **Acknowledge**.

4.1.2.2 Event Details Screen

This screen shows the time and location of a specified event.

You can mark an alarm as *Acknowledged*, which indicates that you have seen the alarm details and either taken action, or determined that no action is required.

To acknowledge an alarm event, enter a password if necessary, and click **Acknowledge**.

4.1.2.3 ACT Monitor Menus

The following menus are available in ACT Monitor.

- Home. For more information, see Home Screen (see page 103).
- Users. For more information, see Users Screen (see page 86).
- Doors. For more information, see Doors Screen (see page 91).
- Reports. For more information, see ACT Monitor - Reports Menu (see page 85).
- Tools. For more information, see Tools Screen (see page 98).
- Settings. For more information, see About Settings (see page 106).
- Clients. For more information, see ACT Monitor - Clients Menu (see page 86).

4.1.2.4 ACT Monitor - Reports Menu

The following options are available on the **ACT Monitor - Reports** menu.

- Event Analysis. For more information, see Event Analysis Screen (see page 93).
- User Tracking. For more information, see User Tracking Screen (see page 95).

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4.1.2.5 ACT Monitor - Clients Menu

Click any of the client software options in the **Clients** menu to open the corresponding software module for ACT Enterprise. The selected module opens in front of the current module.

You must have logon access to use each client, and which tasks you will be able to perform depends on the access rights you have been granted.

The following options are available (if you have full access rights) on the **ACT Monitor - Clients** menu.

- **ACT Manage.** For more information, see About ACT Manage (see page 103).
- **ACT Install.** For more information, see About ACT Install (see page 198).
- **ACT SiteMaps Monitor.** SiteMaps Monitor is an optional add-on to the ACT Enterprise system. It is a real-time access control tool that provides visual navigation through the system of maps created with SiteMaps Editor, allows you to issue basic commands on access control objects on the maps, and allows you to monitor events and status changes from the ACT system via maps in live mode. For more information, please refer to the online help included in SiteMaps Monitor.
- **ACT SiteMaps Editor.** SiteMaps Editor is a visual designer tool that creates a list of maps from pre-designed graphics that represent infrastructure units of an access control site, and places ACT controlling units (doors, inputs/outputs, etc.) on those maps according to their physical location in the building. For more information, please refer to the online help included in SiteMaps Editor.

4.1.3 Users

4.1.3.1 Users Screen

The *Users* screen is accessed through the **Users** menu item in ACT Monitor.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Users* screen. (see page 87)
- The columns on the *Users* screen search results area. (see page 88)

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Search Fields

Field Name	Description
Search	Enter all or part of the registered name for the user whose record you want to view and click the **Search** icon ( ). A list of matching records is displayed in the *Search Results* area. **Example:** Searching for "Ann" might show results for "**Ann**-Marie Boyle", "Jo**ann**e Murphy", and "Joseph H**ann**".
Advanced. Click **Advanced** to see the following additional search fields.	
User Number	Enter the user's number. The system will return an exact match if found.
Card number	Enter the user's card number. The system will return an exact match if found.
First Name	Enter all or part of the user's first name.
Group	Select the group to which the user is assigned.
Last Name	Enter all or part of the user's last name.
State	Select to view *Enabled*, *Disabled* or *All* users.

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Results

The following table describes each of the columns on the *Users* screen search results area.

Column Name	Description
No.	The unique number that identifies this user on the system. (Sortable.)
Name	The user's name. (Sortable.) Click a user's name to view the user's profile on the *User Details* screen (see page 89). Click the **Back** icon ( ) at the top of the *User Details* screen to return to the *Users* screen.
Enabled	A green check mark is shown here if the user is enabled on the system.
Group	The group this user is a member of. (Sortable.)
Location	The user's current location, if available.

4.1.3.2 User Details Screen

The following table describes the data that appears on the *User Details* screen in ACT Monitor.

Click the **Previous** ( ) and **Next** ( ) buttons at the bottom of the screen to page through user records.

Field Name	Description
Photo	If a photo of the user has been added to the system, it appears here.
User Number	The user's number.
User Name	The user's name.
User Group	The group this user is a member of.
Status	Whether this user is *Enabled* or *Disabled* on the system.
Valid From	The start of this user's validity period, if set.
Valid To	The end of this user's validity period, if set.
Manual Login	Click to open the *Manual Login* screen (see page 90) where you can manually log the user in to the system.
Manual Logout	Click to open the *Manual Logout* screen (see page 91) where you can manually log the user out of the system.
General tab	
Last Event	For the last event for this user, the event name, time and location is displayed.

Field Name	Description
Recent Events	This area shows a list of recent events recorded for the user, including the event name, time, location and details for each one.
Monitor User	If selected, this user is monitored. The **Advanced** settings on the *User Tracking* screen (see page 95) allow you to generate reports on monitored users.
Verify Visually	If selected, this user should be verified visually at challenge doors.
Details tab	
User Fields	The 10 user fields are customisable per-ACT Enterprise installation. The field labels indicate the types of information recorded for this user on your system.
Cards	Numbers of the card(s) registered for this user.
View Doors tab	
This tab shows a list of door/time zone combinations valid for this user. A user can only access a door during the period specified by the associated time zone. The *Source* column indicates the primary source of each door/time zone combination. This may be the user's User Group, Extra Rights, or Door Plan.	

4.1.3.3 Manual Login Screen

If you click **Manual Login** on the User Details Screen (see page 89), you are prompted to specify whether you want the login to be recorded *Now*, or from a *Custom* date/time on the *Manual Login* screen.

Specify the required login time and click **Log In**.

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4.1.3.4 Manual Logout Screen

If you click **Manual Logout** on the User Details Screen (see page 89), you are prompted to specify whether you want the logout to be recorded *Now*, or from a *Custom* date/time on the *Manual Logout* screen.

Specify the required logout time and click **Log Out**.

4.1.4 Doors

4.1.4.1 Doors Screen

The *Doors* screen is accessed through the **Doors** menu item in ACT Monitor.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Doors* screen. (see page 91)
- The columns on the *Doors* screen search results area. (see page 92)

Note: You can issue a command on a door from this screen by selecting the box for that door in the search results area, then clicking **Lock**, **Unlock**, **Pass** or **Normalise** at the bottom of the screen.

Search Fields

Field Name	Description
Search	Enter all or part of the name of the door whose details you want to view and click the **Search** icon (). A list of matching records is displayed in the *Search Results* area.
Advanced. Click **Advanced** to see the following additional search fields.	
Door Number	Enter the door's number. The system will return an exact match if found.
Door Name	Enter all or part of the door's name.
Group	Select the group to which the door is assigned.

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Results

The following table describes each of the columns on the *Doors* screen search results area.

Column Name	Description
No.	The unique number that identifies this door on the system. (Sortable.)
Name	The door's name. Click to view a report on activity at this door on the Event Analysis Screen (see page 93). (Sortable.)
State	The door's current state, for example online or offline. Hover your mouse over the door icon in this column to see the state in a popup.
Last event	Summary information on the last event recorded at the corresponding door, for example *Access Granted* or *Exit Button Used*. (Sortable.)

4.1.5 Reports

4.1.5.1 About Reports

ACT Monitor allows you to generate a number of reports on ACT Enterprise events according to specific criteria. This section describes the report types available.

See Also

Event Analysis Screen (see page 93)

User Tracking Screen (see page 95)

4.1.5.2 Event Analysis Screen

The *Event Analysis* screen is accessed through the **Reports - Event Analysis** menu item in ACT Monitor.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Event Analysis* screen. (see page 93)
- The columns on the *Event Analysis* screen search results area. (see page 95)

Search Fields

The following table describes the *Simple* and *Advanced* search fields available on the *Event Analysis* screen.

Note: Click **Refresh** at the top of this screen at any time to update the report with the latest data.

Field Name	Description
Simple Tab Filter	
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Single* - select a particular user on the *User Lookup* screen (see page 12).
Time	Select whether to generate the report for *Today,* a particular time (*Spot Check*) or a *Custom* time period. A *Spot Check* report includes a time period either side of the specified time - this is specified by the *Spot interval* value on the Settings - Events tab (see page 100).
Advanced Tab Filter	
Events	Select particular event types to report on.

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Field Name	Description
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Single* - select a particular user on the *User Lookup* screen (see page 12). • *Belonging to User Group* - select a particular user group.
Doors	Select criteria for doors to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all doors. • *Single* - select a particular door. • *Belonging to Door Group* - select a particular door group.
Time	Select whether to generate the report for *Today, This Week, This Month, Spot Check* or a *Custom* time period. A *Spot Check* report includes a time period either side of the specified time - this is specified by the *Spot interval* value on the *Settings - Events* tab (see page 100).

Click **Generate** to generate a report according to your search criteria.

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Results

The following table describes each of the columns on the *Event Analysis* screen search results area.

Column Name	Description
Time	The event time. (Sortable.)
Event	The event type. Click to view information about this event on the *Event Details* screen (see page 95). (Sortable.)
Location	The location (controller/door) of the event. (Sortable.)
Details	The user connected to the event. Click the user name to view details about that user on the *User Details* screen (see page 89). (Sortable.)

4.1.5.3 Event Details Screen

This screen shows details of a system event, including the event type, time and location, and the photo, user name and user group of the user the event applies to.

4.1.5.4 User Tracking Screen

The *User Tracking* report is accessed through the **Reports - User Tracking** menu item in ACT Monitor.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *User Tracking* screen. (see page 96)
- The columns on the *User Tracking* screen search results area. (see page 97)

Note: Click **Refresh** at the top of this screen at any time to update the report with the latest data.

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Search Fields

Field Name	Description
Simple	
Report	Select whether to generate a *Muster* report (all users currently on site), or an *Absentee List* report (users not on site).
Time	Select whether to generate the report for *Today,* or a *Custom* time period.
Advanced	
Report	Select which report type to generate. • *Muster* - all users currently on site • *Last Entry* - the last point of entry for users • *Last Entry or Exit* - the last point of entry or exit for users • *Last Location* - the last known location of users • *Absentee List* - users not on site. Reports on absent users provide information on the last known event and time for absentees where such details are available.
Doors	Select criteria for doors to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all doors. • *Single* - select a particular door. • *Belonging to Door Group* - select a particular door group.

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Field Name	Description
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Single* - select a particular user on the *User Lookup* screen (see page 12). • *Belonging to User Group* - select a particular user group.
Options	To include user photos (if available) in the report results, select *Show photo*. To include enabled users only in the report results, select *Show enabled users only*.
Time	Select whether to generate the report for *Today, This Week, This Month,* or a *Custom* time period.

Click **Generate** to generate a report according to your search criteria.

Results

The following table describes each of the columns on the *User Tracking* screen search results area.

Column Name	Description
Time	The event time. (Sortable.)
Event	The event type. Click to view information about this event on the *Event Details* screen (see page 95). (Sortable.)
Location	The location (controller/door) of the event. (Sortable.)

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Column Name	Description
Details	The user connected to the event. Click the user name to view details about that user on the *User Details* screen (see page 89). (Sortable.)

4.1.6 Tools Screen

The following tools are available on this screen:

- **Reset Muster** - Click to reset the muster list. This effectively logs all users out of the system for muster reporting purposes.
- **Reset Anti-passback** - Click to reset anti-passback memory on controllers system-wide. This effectively logs all users out of anti-passback areas.
- **Reset Area Counts** - Click to reset area counts system-wide. For more information on area counts and limits, see Settings - Area Limits Tab (see page 195).

4.1.7 Settings

4.1.7.1 About Settings

The *Settings* screen allows you to configure preferred settings/values for a range of functions in ACT Monitor, such as which doors are challenge doors, and what colours are used for different event types in reports.

See Also

Settings Screen (see page 98)

4.1.7.2 Settings Screen

The *Settings* screen has a number of tabs showing different settings for ACT Monitor. For more information on these tabs, click the links below.

- Settings - General tab. For more information, see Settings - General Tab (see page 99).
- Events tab. For more information, see Settings - Events Tab (see page 100).
- Challenge tab. For more information, see Settings - Challenge Tab (see page 101).

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- Installer tab. For more information, see Settings - Installer Tab (see page 102).

4.1.7.3 Settings - General Tab

The following table describes the data that appears on the *Settings - General* tab.

Field Name	Description
Language	The language used in the ACT Monitor interface.
Export CSV Separator	The separator character used when exporting tabular data from ACT Monitor. For more information, see Exporting (see page 11).
Items Per Page	The number of items to show per page when search results are displayed.
Spot Interval	Some reports can be generated according to a spot check time. In this case, the spot interval determines the number of minutes before and after the spot check time for which data is included.
Optional Column	The default value displayed in the last column of screens showing user lists is determined by this setting.
Auto Logout Time (mins)	The number of minutes after which an Operator will be logged out of ACT Monitor if they are idle. Set to 0 to disable auto logout (default).

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4.1.7.4 Settings - Events Tab

The following table describes the data that appears on the *Settings - Events* tab.

Field Name	Description
Event Colours	What colours are used for different event types in reports.
Show Live Video on Alarm	If selected, live video is shown when an alarm is triggered. Live video is only available for systems which are properly configured and connected to a video management system, such as Milestone. You can configure which video cameras are assigned to doors using ACT Install (see page 198).
Play Sound on Alarm	If selected, ACT Monitor plays a sound when an alarm is triggered. Select the sound from the list below.
Play Sound Continuously Until Acknowledgement	If selected, ACT Monitor continues to play an alarm sound until the alarm has been acknowledged. For more information on acknowledging alarms, see ACT Monitor Home Screen (see page 83). Select the sound from the list below.

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4.1.7.5 Settings - Challenge Tab

The following table describes the data that appears on the *Settings - Challenge* tab.

Field Name	Description
Challenge Doors	The door group that contains challenge doors.
Auto-acknowledge	When a user with the *Verify Visually* option passes through a challenge door, the user's image appears onscreen. The image remains onscreen for the number of minutes specified here.
Events	The selected event types will generate alerts at challenge doors.
Operate challenge on timezone	The challenge feature is enabled during the selected timezone.
Show user field	Data from the selected user field is displayed when a user passes through a challenge door.
Show live video on challenge	If selected, and configured appropriately, live video is shown when a user passes through a challenge door.
Play sound on challenge	If selected, ACT Monitor plays a sound when a user passes through a challenge door. Select the sound below.
Play sound continuously until acknowledgement	If selected, ACT Monitor continues to play a sound when a user passes through a challenge door, until the event has been acknowledged. For more information on acknowledging events, see ACT Monitor Home Screen (see page 83). Select the sound from the list below.

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4.1.7.6 Challenge Screen

Challenge doors are configured under Settings - Challenge Tab (see page 101).

When a user event that has been configured to generate an alert at a challenge door occurs, details of the event type, time, location and phone number, and details of the user that triggered the challenge appear on the *Challenge* screen.

Depending on the options selected on the *Settings - Challenge* tab, a sound may be played when an alert is triggered, and a video of activity at the door may be displayed.

You should select whether to *Allow* or *Deny* the event by selecting the appropriate check box, then click **Acknowledge**.

4.1.7.7 Settings - Installer Tab

This tab shows the name and a brief description for the current ACT Enterprise installation.

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4.2 ACT Manage

4.2.1 About ACT Manage

ACT Manage allows you to manage an installed ACT Enterprise system. You can configure and manage card holders, user groups, door groups, timezones, holidays, and access rights across the system. You can run reports on system activity, including event analysis, audit reports, and user validity and activity.

See Also

Navigating ACT Client Interfaces (see page 8)

ACT Manage Menus (see page 104)

4.2.2 About PINs

PINs only need to be assigned for systems requiring Card & PIN or PIN Only usage.

PINs can be set for individuals or for user groups.

If a PIN is set for a user group, it must be unique across all user groups on the system.

If a PIN is set for a user group, the user group's PIN becomes the default PIN for all users in that group, but can be overridden on a user-by-user basis.

If you enter a personal PIN for a user, this will override the default user group PIN for that user. If you delete an individual PIN for a user, their PIN then reverts to the user group PIN (if set).

You cannot delete a default PIN at the user level.

4.2.3 General

4.2.3.1 ACT Manage Home Screen

The *Home* screen provides quick access to the most frequently used ACT Manage features. Click any of these to be brought directly to the relevant screen:

- List Users. For more information, see Users Screen (see page 107).
- Add User. For more information, see User Details Screen (see page 110).
- Add Cards. For more information see, Extra Cards Screen (see page 172).
- Add User Group. For more information, see Add User Group Screen.

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- Add Door Group. For more information, see Add Door Group Screen (see page 133).
- Add Timezone. For more information, see Time Zone Details Screen (see page 141).

4.2.3.2 ACT Manage Menus

The following menus are available in ACT Manage.

- Home. For more information, see Home Screen (see page 103).
- Manage. For more information, see ACT Manage - Manage Menu (see page 104).
- Cards. For more information, see ACT Manage - Cards Menu (see page 105).
- Tools. For more information, see ACT Manage - Tools Menu (see page 105).
- Reports. For more information, see ACT Manage - Reports Menu (see page 105).
- Settings. For more information, see About Settings (see page 106).
- Clients. For more information, see ACT Manage - Clients Menu (see page 106).

4.2.3.3 ACT Manage - Manage Menu

The following options are available on the **ACT Manage - Manage** menu.

- Users. For more information, see About Users (see page 107).
- User Groups. For more information, see About User Groups (see page 122).
- Door Groups. For more information, see About Door Groups (see page 130).
- Doors. For more information, see About Doors (see page 133).
- Time zones. For more information, see About Timezones (see page 140).
- Holidays. For more information, see About Holidays (see page 142).
- ACT Enterprise Rights. For more information, see About ACT Enterprise Rights (see page 144).
- Elevator Manager. For more information, see About Elevator Groups (see page 146).
- Inputs. For more information, see About Inputs and Outputs (see page 151).
- Outputs. For more information, see About Inputs and Outputs (see page 151).

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- Tenants. For more information, see About Tenancy (see page 159).

4.2.3.4 ACT Manage - Cards Menu

The following options are available on the **ACT Manage - Cards** menu.

- Batch Cards. For more information, see Batch Cards Screen (see page 171).
- Extra Cards. For more information, see Extra Cards Screen (see page 172).
- Order Cards. For more information, see Order Cards Screen (see page 173).
- Report Lost. For more information, see Report Lost Screen (see page 173).
- Card Editor. Click to launch the Card Editor which allows you to design the appearance of cards.

4.2.3.5 ACT Manage - Tools Menu

The following options are available on the **ACT Manage - Tools** menu.

- System Synchronise. For more information, see System Synchronise Screen (see page 176).

4.2.3.6 ACT Manage - Reports Menu

The following options are available on the **ACT Manage - Reports** menu.

- Validate Users. For more information, see Validate Users Screen (see page 189).
- User List. For more information, see User List Screen (see page 177).
- Card Expiry. For more information, see Card Expiry Screen (see page 180).
- User Tracking. For more information, see User Tracking Screen (see page 183).
- Audit Trail. For more information, see Audit Trail Screen (see page 185).
- Event Analysis. For more information, see Event Analysis Screen (see page 187).

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4.2.3.7 About Settings

The *Settings* screen allows you to configure preferred settings/values for a range of functions in ACT Manage, such as the names of user fields and holidays, area limits and event filters.

See Also

Settings Screen (see page 192)

4.2.3.8 ACT Manage - Clients Menu

Click any of the client software options in the **Clients** menu to open the corresponding software module for ACT Enterprise. The selected module opens in front of the current module.

You must have logon access to use each client, and which tasks you will be able to perform depends on the access rights you have been granted.

The following options are available (if you have full access rights) on the **ACT Manage - Clients** menu.

- ACT Monitor. For more information, see About ACT Monitor (see page 83).
- ACT Install. For more information, see About ACT Install (see page 198).
- ACT SiteMaps Monitor. SiteMaps Monitor is an optional add-on to the ACT Enterprise system. It is a real-time access control tool that provides visual navigation through the system of maps created with SiteMaps Editor, allows you to issue basic commands on access control objects on the maps, and allows you to monitor events and status changes from the ACT system via maps in live mode. For more information, please refer to the online help included in SiteMaps Monitor.
- ACT SiteMaps Editor. SiteMaps Editor is a visual designer tool that creates a list of maps from pre-designed graphics that represent infrastructure units of an access control site, and places ACT controlling units (doors, inputs/outputs, etc.) on those maps according to their physical location in the building. For more information, please refer to the online help included in SiteMaps Editor.

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4.2.4 Users

4.2.4.1 About Users

Users are access control card holders. The system allows you to set up new users and provide their details, including their name, user group, validity periods, PIN numbers (if applicable) and card details.

Different data can be recorded for permanent and temporary users of the system.

See Also

Users Screen (see page 107)

User Details Screen (see page 110)

About User Groups (see page 122)

About Reports (see page 176)

4.2.4.2 Users Screen

The *Users* screen is accessed through the **Manage - Users** menu item in ACT Manage.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Users* screen. (see page 108)
- The columns on the *Users* screen search results area. (see page 109)

The following options are also available on this screen:

- To print the user list, click **Print** (Print) to open the *Print* dialog for your computer, from which you can select your preferred printer.
- To export the user list, click **Export** (Export), and in the dialog that appears specify the required file name and location, then click **Save**. The file may be opened later in a text editor, or a spreadsheet software such as Microsoft Excel.
- To add a new user (see page 14), click **Add User** (Add User).
- To add a visitor (a user that is flagged as a visitor and may require fewer or different details), click **Add Visitor** (Add Visitor).

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Note: You can select the box(es) for one or more users in the search results area, then click **Delete User**, **Enable**, **Disable**, **Set Validity** or **Print Cards** at the bottom of the screen to quickly perform any of these operations on the selected user(s). In the case of **Set Validity**, you are prompted to specify the required start/end date/times for the validity period. In the case of **Print Cards**, you are prompted to specify card properties before printing.

Search Fields

Field Name	Description
Search	Enter all or part of the registered name for the user whose record you want to view and click the **Search** icon (). A list of matching records is displayed in the *Search Results* area. **Example:** Searching for "Ann" might show results for "**Ann**-Marie Boyle", "Jo**ann**e Murphy", and "Joseph H**ann**".
Advanced. Click **Advanced** to see the following additional search fields. You can use one or more fields to specify your search criteria.	
User Number	Enter the user's number. The system will return an exact match if found.
First Name	Enter all or part of the user's first name.
Last Name	Enter all or part of the user's last name.
Group	Select the group to which the user is assigned.
Card number	Enter the user's card number. The system will return an exact match if found.
State	Select the user's state: *Enabled*, *Disabled* or *All* (either).
Selectable	At the final search field, select one additional user field to search on,

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Field Name	Description
field	and enter matching text.

Results

The following table describes each of the columns on the *Users* screen search results area.

Column Name	Description
No.	The unique number that identifies this user on the system. (Sortable.)
Name	The user's name. Click to view full details for this user on the *User Details* screen (see page 110). (Sortable.)
Enabled	A green check-mark is displayed for accounts that are enabled. If an account is enabled, the user's card/PIN is operative, though usage may be restricted by a validity period, if set. If an account is disabled, the user's card/PIN will not work. An account must be both enabled *and* valid for the user's card/PIN to work.
Valid	A green check-mark is displayed for accounts that are valid. A user's account is valid if either the current date and time fall within the set validity period, or if no validity period was set for the user. An account must be both enabled and valid for the user's card/PIN to work.
Group	The group this user is a member of. Click to view full details for this group on the *User Group Details* screen (see page 124). (Sortable.)
Card number	The user's card number (if applicable).

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Column Name	Description
Last column	The default value displayed in the last column is determined by the *Optional Column* setting on the *Settings - General* tab (see page 192), but you can change which user field value is shown using the *Advanced* search settings.

4.2.4.3 User Details Screen

The following table describes the data that appears on the *User Details* screen in ACT Manage.

Field Name	Description
Photo	If a photo of the user has been added to the system, it appears here. Click **Upload Photo** to add a photo of the user to the system.
User Name	The user's name. The user's name is made up of the specified *First Name* and *Last Name*, and is displayed in logged event lists and queries. Although the combined name may be up to 65 characters in length, only the first 16 characters will be visible locally on the door controller LCD. If the combined name exceeds this length, the first name is automatically abbreviated when downloaded.
User Group	The group this user is a member of.
Status	Whether this user is *Enabled* or *Disabled* on the system.

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Field Name	Description
Configuration Tabs A set of tabs on the right of the screen allow you to configure different settings for each user. For more information on these tabs, click the links below. • General Tab. For more information, see User Details - General Tab (see page 111). • Details tab. For more information, see User Details - Details Tab (see page 113). • Options tab. For more information, see User Details - Options Tab (see page 114). • Door Plans tab. For more information, see User Details - Door Plans Tab (see page 115). • Extra Rights tab. For more information, see User Details - Extra Rights Tab (see page 116). • Recent Events tab. For more information, see User Details - Recent Events Tab (see page 118). • View Doors tab. For more information, see User Details - View Doors Tab (see page 118). • Tenants tab. For more information, see User Details - Tenants Tab (see page 118).	

4.2.4.4 User Details - General Tab

The following table describes the data that appears on the *User Details - General* tab.

Field Name	Description
User Number	The user's unique identifying number on the system. A default unique value is assigned when a new record is created. If you want to edit this value, it must be changed before the user record is saved for the first time.

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Field Name	Description
First Name	The user's first name. This is a mandatory field.
Last Name	The user's surname.
User Group	The group to which the user is assigned. This is a mandatory field. Click the group's name to see more information on the group. The group a user is assigned to determines the access rights for the user. Each group contains a combination of timezone and doorgroup pairs, which determine the doors the user is allowed through and at what times. **Note:** Settings at the user level override settings for the group the user is assigned to if there is a conflict. For more information, see About User Groups (see page 122).
Enabled	If this check box is selected, the user is enabled on the system; if not, they are disabled.
Cards and PIN	
Cards assigned to the user are listed here. Click the card icon to set up a new card for this user. For more information, see Card Add Screen (see page 120).	
PIN	**Note:** PINs are only applicable for sites where PINs are used. The user's current PIN is not displayed for security reasons. You can reset a user's PIN here. To delete a PIN, click the **X** at the right of the record. In this case, the

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Field Name	Description
	default PIN for the user group this user is assigned to becomes their new PIN. To reset a PIN, either enter a PIN in this field, or click **Random** to generate a random PIN. Take note of the new PIN to give to the user. The PIN is only displayed until you click **Save**, then it is hidden. For more information on PINs, see About PINs (see page 103).
Validity Period	
From	The date from which the user is allowed access. Access is denied to the user before this date. Access will be granted to the user after midnight on the Valid From date. If the box is unchecked then access will be allowed up to the Valid To date. Some controllers also support a validity time, as well as date. If you do not specify a validity period, the user is always valid.
To	The last day that access will be allowed to the user. After this date, access will be denied. If the box is unchecked, then access will be allowed indefinitely from the Valid From date. Some controllers also support a validity time, as well as date. If you do not specify a validity period, the user is always valid.

4.2.4.5 User Details - Details Tab

10 fields appear on this screen - their names are configurable on a per-system level on the Settings - User Fields Tab (see page 194) in ACT Manage. Enter information appropriate for the configured field names. For example, on some systems, you might record a user's car registration, or their mobile phone number.

Click the down arrow to the right of a field to see existing field values for all other users. You can select an existing value from this drop-down list, or enter a new one.

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4.2.4.6 User Details - Options Tab

The following table describes the data that appears on the *User Details - Options* tab.

To enable any of these options for the current user, select the check box for that option. To disable an option, de-select the check box. Settings made here override settings inherited from the user's assigned User Group.

Field Name	Description
Toggle Relay	This option causes the relay to toggle whenever the user is granted access. If the door was in its normal state, it is unlocked, and the green reader LED will flash. The door relay is held open so users have free access. If the door was already unlocked, then it is returned to normal operation. This option may be assigned to individual users or to groups.
Extended Relay	This option causes the door relay to remain active for an extended period of time when access is granted. For more information, see Door Details - Timers Tab (see page 216).
Activate OP2	This option causes the local OP2 output to be fired for a predetermined period of time whenever the user is granted access. This option may be assigned to individual users or to groups.
Activate OP3	This option causes the local OP3 output to be fired for a predetermined period of time whenever the user is granted access. This option may be assigned to individual users or to groups.
Arm/Disarm	ACT Controller units (ACT4000/ACT3000/ACT2000/DS100e) may be integrated with intruder alarm panels. Users with the Arm/Disarm option can toggle the AUX relay output on the controller, which tells the alarm panel to arm or disarm. While the door is armed, no access is permitted until a user with the Arm function disarms the door. Disarming the door toggles the output and disarms the panel. The door returns to normal mode. The AUX output must be programmed as an Arm Intruder Panel output.

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Field Name	Description
Monitor User	Users with this option may be located quickly in the User Tracking Screen (see page 183).
Verify Visually	A user with this option will have their photograph pop-up on the screen when they access one of the challenge doors.
Visitor Card	Users with this option are considered as visitors in the system.

4.2.4.7 User Details - Door Plans Tab

Door plans allow you to assign specific doors with time zones to the user. These are only available for controllers with the right capabilities, including extra memory. Please consult your access control installer if you want this option made available.

Field Name	Description
Time Zone	Select the time zone for the access you want to assign to the user.
Door Group	Select the door group that contains the door(s) you want to assign to the user.
Available Doors	This list shows all doors available for the selected combination of door group and time zone. A green door icon indicates that the user has already been assigned this door, either as part of their user group, or on this page. A red door icon indicates that the user has not been assigned this door. To add a door/timezone combination to the *Door Plans* list, select the *Time Zone, Door Group* and available door, then click the right-arrow ( ). To add access to all doors for the selected time zone/door group

Field Name	Description
	combination, click the double-right-arrow ( ). **Notes:** • The right-arrow is disabled ( ) until you have selected a time zone, door group and door. • Assignments are not updated until you click **Save**.
Door Plans	This list shows the door/time zone combinations assigned to the user. To remove access to a time zone/door combination, select it in the *Door Plans* list and click the left-arrow ( ). To remove access to all time zone/door combinations, click the double-left-arrow ( ).
Doors assigned already by user group X	This list shows which door/time zone combinations the user already has access rights for, as determined by the first user group they are assigned to.

4.2.4.8 User Details - Extra Rights Tab

Extra rights allow you to assign up to 16 extra door group and time zone combinations to the user. These are only available for controllers with the right capabilities, including extra memory. Please consult your access control installer if you want this option made available. A user can access an assigned door during the period specified by the corresponding time zone.

Field Name	Description
Time Zone	Select the time zone for extra rights you want to assign to the user.
Available Door	This list shows all door groups available to the current user. A

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Field Name	Description
Groups	green door icon indicates that the user has already been assigned this door group, either as part of their user group, or on this page. A red door icon indicates that the user has not been assigned this door group. To add a door group/time zone combination to the *Extra Rights* list, select the *Time Zone* above and the door group for which the extra right should apply here, then click the right-arrow ( ). To add access to all door groups for the selected time zone, click the double-right-arrow ( ). If there are more than 16 door groups, you will see a warning message and only the first 16 will be copied across. **Note:** The right-arrow is disabled ( ) until you have selected both a time zone and a door group. The double-right arrow is disabled ( ) until you have selected a time zone.
Extra Rights	This list shows all extra rights assigned to the current user. To remove access to a time zone/door group combination, select it in the *Extra Rights* list and click the left-arrow ( ). To remove access to all time zone/door group combinations, click the double-left-arrow ( ).
Rights already provided by user group	This panel lists the access rights (door groups and time zones) the user has due to their assigned user group.

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4.2.4.9 User Details - Recent Events Tab

This tab displays a list of recent events for the user.

Field Name	Description
Time	The time of the event.
Event	The event.
Location	The location (door or barrier) of the event.
Details	Details of the event.

4.2.4.10 User Details - View Doors Tab

This tab shows a list of door/time zone combinations valid for this user.

A user can only access a door during the period specified by the associated time zone.

The *Source* column indicates the primary source of each door/time zone combination. This may be the user's User Group, Extra Rights, or Door Plan.

4.2.4.11 User Details - Tenants Tab

This tab shows a list of the tenancies to which the user is assigned.

See Also

About Tenancy (see page 159)

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4.2.4.12 Print Cards Screen

The following table describes the data that appears on the *Print Cards* screen in ACT Manage.

Field Name	Description
Users to print cards for	Select the check box for each user you want to print a card for.
Card	Select the type of card you want to print. A preview of the card type is shown.
Flip Card Side	Click to view the alternate card side in the preview.
Print both sides Print active side only	Select whether to *Print active side only* (the side you are currently previewing) or *Print both sides*.
Encoding Profile	Select which encoding profile to use when printing the card(s).
Barcode Profile	Select which barcode profile to use when printing the card(s).

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4.2.4.13 Upload Photo Screen

The following table describes the data that appears on the *Upload Photo* screen in ACT Manage.

Field Name	Description
Source Type	Select whether the photo will come from: • *File* (click **Open** to open a dialog where you can browse for and select the image file to use) • *Video* (select the *Video Source* from the drop-down provided, then click **Capture** to take a picture) • *Twain* (click **Acquire** to scan the image).
Source	Shows the full original image opened/captured/acquired. You can click and drag to select a cropped area of the image to use as the final user photo.
Preview	Shows the final user photo. This is either the full or cropped image from the *Source* area. Click **Apply** to save.

4.2.4.14 Card Add Screen

When adding a card for a user (see User Details - General Tab (see page 111)), this screen allows you to specify a source from which to read the number of a presented card. Select the source type, then the specific source and click **Capture** to read the card number. Click **Save** to return to the *User Details - General* tab with the card number now populated.

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4.2.4.15 Copy User Screen

The following table describes the data that appears on the *Copy User* screen.

Field Name	Description
Copy To	Specify the start and end range of users you want to copy selected details to. If the users already exist, their current details will be overwritten. If they do not already exist, users with the copied details will be created. You should verify whether or not user IDs in the specified range are already in use before you copy user details.
Items to copy	Select the check box for each property from the selected user you wish to copy to the specified existing/new users.
Enable new users	Select this check box to enable any new users created by the operation.
Visitor cards	Select this check box to assign visitor cards for any new users created by the operation.

Click **Apply** to copy details to new/existing users.

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4.2.5 User Groups

4.2.5.1 About User Groups

User groups are used to define common settings and access rights for a set of users.

When you create a user profile, you select one user group to which the user belongs (see User Details - General Tab (see page 111)), and their access rights are those assigned to that group. If the group's rights change, then so do those of all members of the group.

If required, users can be assigned additional access rights on the User Details - Extra Rights Tab (see page 116).

See Also

User Groups Screen (see page 123)

User Group Details Screen (see page 124)

About Users (see page 107)

Users Screen (see page 107)

User Details Screen (see page 110)

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4.2.5.2 User Groups Screen

The following table describes the search field and results columns on the *User Groups* screen.

Note: All User Groups are displayed on this screen at the same time, with no pagination.

Field Name	Description
Search	Enter all or part of the name of the group you want to view and click the **Search** icon ( ). A list of matching records is displayed in the *Search Results* area. Example, searching for "Team" might show results for "**Team** A", "Security **Team**", and "S**team** Cleaner Operators".
No	The unique number that identifies this group on the system. (Sortable.)
Name	The group's name. Click to view full details for this user on the *Group Details* screen (see page 124). (Sortable.)
Enabled	A green check-mark is displayed for groups that are enabled. (Sortable.)
Number of Users	The number of users in the group. Click to see a list of users in this group on the Users Screen (see page 107). (Sortable.)
Access Rights	The first door group/time zone combination assigned to this group. Up to 8 combinations may be assigned per group. To view all access rights assigned, view the User Group Details - Access Rights Tab (see page 127). (Sortable.)
Elevator Group	The elevator group assigned to this group on the User Group Details - General Tab (see page 125). (Sortable.)

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Click **Add User Group** at the top of this page to open a blank User Group Details screen (see page 124) from which you can add a new user group.

Select the check box for one or more user groups in the list area and click **Delete User Group** at the bottom of the screen to delete the selected user group(s).

4.2.5.3 Group Details Screen

The Group Details screen has a number of tabs showing different settings for the selected group. For more information on these tabs, click the links below.

- General tab. For more information, see User Group Details - General Tab (see page 125).
- Access Rights tab. For more information, see User Group Details - Access Rights Tab (see page 127).
- Options tab. For more information, see User Group Details - Options Tab (see page 127).
- Default Card tab. For more information, see User Group Details - Default Card Tab (see page 128).
- Anti-passback tab. For more information, see User Group Details - Anti-passback Tab (see page 129).
- Area Limits tab. For more information, see User Group Details - Area Limits Tab (see page 129).
- Tenants tab. For more information, see User Group Details - Tenants Tab (see page 130).

Click **Add User Group** at the bottom of this page to open a blank *User Group Details* screen from which you can add a new user group.

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4.2.5.4 User Group Details - General Tab

The following table describes the data that appears on the *User Group Details - General* tab.

Field Name	Description
User Group Number	The user group's unique identifying number on the system. This is a unique number between 1 and 1024. A default unique value is assigned when a new record is created. If you want to edit this value, it must be changed before the user group record is saved for the first time.
User Group Name	The user group's name. This is a mandatory field. The name may be up to 32 characters in length, but only the first 16 characters will be visible locally on the door controller LCD.
Elevator Group	The elevator group to which this user group is assigned. This determines which floors members of the user group can access, and at what times. For more information, see About Elevator Groups (see page 146). Click **Elevators** to go to the Elevator Manager Screen (see page 147).

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Field Name	Description
PIN	The PIN code for users in this group if they have not been assigned an individual user PIN. PINs must be unique for user groups. For more information on PINs, see About PINs (see page 103). **Note:** PINs only need to be assigned for systems requiring Card & PIN usage. The user group's current PIN is not displayed for security reasons. You can delete or reset a user group's PIN here. To delete a PIN, click the **X** at the right of the record. To reset a PIN, either enter a PIN in this field, or click **Random** to generate a random and unique PIN. Take note of the new PIN. The PIN is only displayed until you click **Save**, then it is hidden.
Enabled	If this check box is selected, the user group is enabled on the system; if not, it is disabled.

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4.2.5.5 User Group Details - Access Rights Tab

This tab shows the access rights for users in this User Group. Up to 8 combinations of Door Group and Time Zone can be assigned for each User Group.

Users can only access each specified door group when the corresponding time zone is active.

See Also

About Door Groups (see page 130)

About Time Zones (see page 140)

4.2.5.6 User Group Details - Options Tab

The following table describes the data that appears on the *User Group Details - Options* tab.

To enable any of these options for the current user group, select the check box for that option. To disable an option, de-select the check box.

Field Name	Description
Toggle Relay	This option causes the relay to toggle whenever a user in this group is granted access. If the door was in its normal state, it is unlocked, and the green reader LED will flash. The door relay is held open so users have free access. If the door was already unlocked, then it is returned to normal operation. **Note:** A different setting on the User Details - Options Tab (see page 114) overrides the setting at group level.
Activate OP2	This option causes the local OP2 output to be fired for a predetermined period of time whenever a user in this group is granted access. **Note:** A different setting on the User Details - Options Tab (see page 114) overrides the setting at group level.

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Field Name	Description
Activate OP3	This option causes the local OP3 output to be fired for a predetermined period of time whenever a user in this group is granted access. **Note:** A different setting on the User Details - Options Tab (see page 114) overrides the setting at group level.
Tracking Bypass	This option allows tracking functions to be bypassed for users in this group. This means that anti-passback, user-limiting and random challenge functions do not apply to users in this group.

See Also

User Details - Options Tab (see page 114)

4.2.5.7 User Group Details - Default Card Tab

This tab shows the card designs available, and allows you to choose the default card design for members in this group.

To view any of the card designs in greater detail, click **Full Size** beside the card image. Click **Back** on the *Card* screen to return to the *Group Details - Default Card* tab.

To select a default card design for this User Group, select the radio button beside the design, then click **Save**.

To permanently delete a card design, select the radio button beside the design, then click **Delete**.

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4.2.5.8 Group Details - Anti-passback Tab

The anti-passback feature is designed to stop users giving their cards to other users seeking to gain access to an area. It does this by requiring users to exit an area before re-entry is granted.

When a user is granted access through a timed anti-passback door, then the user will not be granted access again, until either:

- the anti-passback time period expires

  or

- the user exits.

The anti-passback period can be set from 0 days, 0 hours and 0 minutes, up to 7 days, 23 hours and 59 minutes. The anti-passback period has resolution of one minute.

To disable anti-passback, set the time to 0 days, 0 hours 0 minutes.

To enable anti-passback, set the time to any other value in the allowed range.

Timed anti-passback only functions on doors which are configured as timed anti-passback doors.

4.2.5.9 User Group Details - Area Limits Tab

User Group Area Limits allow you to restrict how many users from a user group can access a defined area at one time. This may be useful, for example, to restrict access to a car park according to the number of available parking spaces.

The User Group limit should be lower than the overall area limit. Once the group limit is reached, no more users from that group can enter the area until a member of the group leaves. Users from other groups may still enter the area until the overall area limit is reached.

Areas are defined by assigning a door group under Settings - Area Limits Tab (see page 195). When a valid user enters one of the doors in the door group, the count increments. The count is decremented when a card holder leaves through one of the doors in the door group. When a limit is reached, access is denied to the next user who tries to access the area.

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Notes:

- Entry and Exit readers are required on the doors for this feature to work.
- Only users explicitly entering and exiting with their cards can be counted.

See Also

Settings - Area Limits Tab (see page 195)

4.2.5.10 User Group Details - Tenants Tab

This tab shows a list of the tenancies to which the user group is assigned.

See Also

About Tenancy (see page 159)

4.2.6 Door Groups

4.2.6.1 About Door Groups

Door groups are a convenient way of grouping a number of doors to simplify granting/denying access to that group of doors.

See Also

Door Groups Screen (see page 131)

Door Group Details Screen (see page 131)

Add Door Group Screen (see page 133)

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4.2.6.2 Door Groups Screen

The Door Groups screen shows a list of all the door groups configured on the system.

Field Name	Description
No	The unique number that identifies this door group on the system. (Sortable.)
Name	The door group's name. Click to view full details for this user on the Door Group Details Screen (see page 131). (Sortable.)
Number of Doors	The number of doors in the group. (Sortable.)

Click **Add Door Group** at the top of this page to open a blank Door Group Details screen (see page 131) from which you can add a new door group.

Select the check box for one or more door groups in the list area and click **Delete Door Group** at the bottom of the screen to delete the selected door group(s).

4.2.6.3 Door Group Details Screen

The *Door Group Details* screen has two tabs showing different settings for the selected door group. For more information on these tabs, click the links below.

- General tab. For more information, see Door Group Details - General Tab (see page 132).
- Tenants tab. For more information, see Door Group Details - Tenants Tab (see page 133).

Click **Add Door Group** at the bottom of this page to open a blank *Door Group Details* screen from which you can add a new user group.

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4.2.6.4 Door Group Details - General Tab

The following table describes the data that appears on the *Door Group Details - General* tab.

Field Name	Description
Door Group Number	The door group's unique identifying number on the system. A default unique value is assigned when a new record is created. If you want to edit this value, it must be changed before the door group record is saved for the first time.
Door Group Name	The door group's name. The name may be up to 32 characters in length, but only the first 16 characters will be visible locally on the door controller LCD.
Available Doors	This list shows all doors available to be added to this door group. Click a door name to view details of that door on the Door Details screen (see page 135). To add a door to the *Doors in Group* list, select the door in this list, then click the right-arrow ( ). To add all doors, click the double-right-arrow ( ). **Note:** The right-arrow is disabled ( ) until you have selected a door.
Doors in Group	This list shows the doors in this door group. Click a door name to view details of that door on the Door Details screen (see page 135). To remove a door, select it in the *Doors in Group* list and click the left-arrow ( ). To remove all doors, click the double-left-arrow ( ).

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4.2.6.5 Door Group Details - Tenants Tab

This tab shows a list of the tenancies to which the door group is assigned.

See Also

About Tenancy (see page 159)

4.2.6.6 Add Door Group Screen

This wizard allows you to add a door group to the system by following these steps:

- **Step 1: Door Group Details.** Enter a *Door Group Name* and click **Next**.
- **Step 2: Assign Doors.** Select the doors you want to add to the group from the *Available Doors* list and click the right-arrow ( ) to add them to the *Doors in Group* list. You can use the *Search* field at the top of the list to locate a particular door if you know its name. When you have added all required doors, click **Next**.
- **Step 3: Results.** A summary of the door group you created is shown. Click **Finish**.

4.2.7 Doors

4.2.7.1 About Doors

Doors are physical gateways linked to controllers, such as doors, gates, or turnstiles.

ACT Manage allows you to view a list of all doors configured on the ACT Enterprise system and to configure certain, limited properties for those doors. Adding and managing doors is mainly done through ACT Install. For more information, see About ACT Install (see page 198).

See Also

Doors Screen (see page 134)

Door Details Screen (see page 135)

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4.2.7.2 Doors Screen

The *Doors* screen shows a list of doors configured on the system.

Field Name	Description
No	The unique number that identifies this door on the system. (Sortable.)
Name	The door's name. Click to view full details for this user on the Door Details Screen (see page 135). (Sortable.)
Enabled	A green check-mark is displayed for doors that are enabled. . (Sortable.)

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4.2.7.3 Door Details Screen

The *Door Details* screen has a number of tabs showing different settings for the selected door. For more information on these tabs, click the links below.

- General tab. For more information, see Door Details - General Tab (see page 135).
- Door Groups tab. For more information, see Door Details - Door Groups Tab (see page 136).
- Actions tab. For more information, see Door Details - Actions Tab (see page 136).
- Reporting tab. For more information, see Door Details - Reporting Tab (see page 138).
- Floor Group tab. For more information, see Door Details - Floor Group Tab (see page 139).
- Tenants tab. For more information, see Door Details - Tenants Tab (see page 140).

4.2.7.4 Door Details - General Tab

The following table describes the data that appears on the *Door Details - General* tab.

Field Name	Description
Door Number	The door's unique identifying number on the system.
Door Name	The door's name. The name may be up to 32 characters in length, but only the first 16 characters will be visible locally on the door controller LCD.
Relay Timer	How long in seconds the door relay is activated in response to a valid card or to operation of the request-to-exit (egress) switch.
Door Ajar Timer	How long in seconds the door may remain open before a door ajar condition occurs.

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4.2.7.5 Door Details - Door Groups Tab

The *Door Details - Door Groups* tab shows which door groups the current door belongs to.

The *Available Door Groups* list shows a list of door groups to which the current door does not belong, and the *Door member of* list shows the door groups to which they do belong. Click a door group name to view details of that door group on the Door Group Details screen (see page 131).

To add the door to a door group, select the required group in the *Available Door Groups* list, then click the right-arrow ( ).

To remove the door from a door group, select the required group in the Door member of list, then click the left-arrow ( ).

4.2.7.6 Door Details - Actions Tab

Actions are settings automatically applied by a door controller at specified times without the need for user intervention. They may be used to control external devices via the controller outputs, or to alter the security level of a door at certain times. Each action may be inactive (default) or have any defined time zone assigned.

The following table describes the data that appears on the *Door Details - Actions* tab.

For each available action, select a time zone from the corresponding drop-down list to determine when the action applies for this door.

Field Name	Description
Unlock Door	The time zone assigned to this action determines when the door is automatically unlocked. When a door is unlocked, users have free access without needing to swipe a card. The door relay is held open for this time, and the green reader LED will flash.
Lock Door	The time zone assigned to this action determines when the door is automatically locked. When a door is locked, all users will be denied access irrespective of their programmed access rights. The door relay is held closed for this time, and the red reader LED will flash.

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Field Name	Description
PIN Required	The time zone assigned to this action determines when Card and PIN operation is in force on the door. When a card is presented during this time, a valid user or group PIN must be entered to gain access.
Any Card	The time zone assigned to this action determines when *any* proximity/magnetic stripe card will be allowed access. The only check performed is that a card is presented: the format is irrelevant. Example: This could be used to allow access to a bank ATM lobby to anybody with a magnetic stripe card.
OP2 Active	The time zone assigned to this action determines when the OP2 output is active. This could be used to control an externally connected device.
OP3 Active	The time zone assigned to this action determines when the OP3 output is active. This could be used to control an externally connected device.
AUX Active	The time zone assigned to this action determines when the AUX output is active. This could be used to control an externally connected device.
PIN Only	The time zone assigned to this action determines when PIN Only operation is in force for the door. During this time, all card swipes will be ignored, and a valid user PIN must be entered to gain access.
PIN or Card	The time zone assigned to this action determines when either a valid PIN or Card operation is required to gain entry. During this time, any valid card or PIN must be entered to gain access.

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Field Name	Description
Twin Users	The time zone assigned to this action determines when two valid cards must be presented to gain access. This is typically used in high security applications where two people must be in the room at the same time.
Normalise Doors	The time zone assigned to this action determines when the door is normalised. That is, the door returns to its default state.

See Also

About Timezones (see page 140)

4.2.7.7 Door Details - Reporting Tab

Selections on this tab determine which additional events are logged to the door controller's system event log.

The following table describes the data that appears on the *Door Details - Reporting* tab.

Field Name	Description
Alarms	
Door Ajar	A door ajar event is logged if the door has been open for longer than a predetermined period of time.
Door Forced	A door forced event is logged if the door is opened without being explicitly commanded to open by the controller. This would typically occur if the locking mechanism is bypassed or if the door is physically forced open.
Door Tamper	A door tamper event is logged if the door is tampered with, that is, if the door station or controller is opened.

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Field Name	Description
Mains Fault	A mains fault event is logged if the mains supply fails. This should be ticked for any doors with a monitored power supply.
Read Error	A read error event is logged when an incorrect read occurs on an entry or exit reader. An additional error number may be displayed giving further details on the error.
Door Status	
Exit Button Used	An exit granted (push button) event is logged when a user presses the request-to-exit (egress) switch.
Door Opened	A door opened event is logged when the door is physically opened.
Door Closed	A door closed event is logged when the door is physically closed.
Door Contact	A door opened/closed event is logged when the door contact changes.

4.2.7.8 Door Details - Floor Group Tab

If this door is being used as a reader in an elevator, then this tab shows the floor group that specifies all the floors the elevator cab is allowed access to.

To assign this door to a floor group, select the appropriate floor group from the drop-down list provided and click **Save**.

See Also

About Elevator Groups (see page 146)

Elevator Manager - Floor Groups Tab (see page 149)

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4.2.7.9 Door Details - Tenants Tab

This tab shows a list of the tenancies to which the door is assigned.

See Also

About Tenancy (see page 159)

4.2.8 Time zones

4.2.8.1 About Time zones

A time zone consists of up to 8 time periods. Each period specifies a time range and the days and holidays for which the period is valid. The time zone is valid when any of its periods are valid.

Time zones are used to specify when a user/group's access rights are valid.

See Also

Time Zones Screen (see page 140)

Time Zone Details Screen (see page 141)

About Holidays (see page 142)

User Group Details - Access Rights Tab (see page 127)

User Details - Extra Rights Tab (see page 116)

4.2.8.2 Time Zones Screen

The *Time Zones* screen shows a list of time zones configured on the system.

Field Name	Description
No	The unique number that identifies this time zone on the system. (Sortable.)
Name	The time zone's name. Click to view full details for this time zone on the Time Zone Details Screen (see page 141). (Sortable.)

Field Name	Description
Active	A green clock icon indicates that the time zone is currently active. (Sortable.)
Times and Days	A summary of the times and days for which this time zone applies.

4.2.8.3 Time Zone Details Screen

The *Time Zone Details* screen has two tabs showing different settings for the selected time zone. For more information on these tabs, click the links below.

- General tab. For more information, see Time Zone Details - General Tab (see page 141).
- Tenants tab. For more information, see Time Zone Details - Tenants Tab (see page 142).

4.2.8.4 Time Zone Details - General Tab

The following table describes the data that appears on the *Time Zone Details - General* tab.

Field Name	Description
Timezone Number	The time zone's unique identifying number on the system. This is a unique number between 1 and 255 (timezone 255 is reserved for 24 Hours access for all days). A default unique value is assigned when a new record is created. If you want to edit this value, it must be changed before the time zone record is saved for the first time.
Time zone Name	The time zone's name.
Times	The lower part of this tab shows a list of the Times/Days combinations when this time zone is active.

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Field Name	Description
Days	To specify a Times/Days combination, select a row, and in the fields below specify the corresponding Period (From and To times), and select the Days and Holidays. The time zone is valid during any of the specified Times/Days combinations.

See Also

Settings - Holiday Names Tab (see page 195)

4.2.8.5 Time Zone Details - Tenants Tab

This tab shows a list of the tenancies to which the time zone is assigned.

See Also

About Tenancy (see page 159)

4.2.9 Holidays

4.2.9.1 About Holidays

Holidays are special days during the year that can change how timezones operate.

ACT Manage allows you to specify 9 holiday types. Time zones, used when specifying valid times for access rights and door actions, can be configured to include days of a particular holiday type.

For user access to be allowed on holiday days, the holiday type must be included in the time zones used when defining a user or group's access rights.

For a door action to occur on a holiday, the holiday type must be included in the time zone used when specifying the door action.

Example: A *Lock Door* action may be set up to occur on a particular holiday date. To configure this:

1. Assign the date to a holiday type. (See Holidays Screen (see page 143).)
2. Assign the holiday type to a timezone. (See Time Zone Details - General Tab (see page 141).)

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3. Assign the timezone to the Lock Door action for the relevant door. (See Door Details - Actions Tab (see page 136).)

   The door will now lock on this particular date.

Note: Each day can only have one assigned holiday type in ACT Enterprise.

See Also

About Timezones (see page 140)

User Group Details - Access Rights Tab (see page 127)

User Details - Extra Rights Tab (see page 116)

Door Details - Actions Tab (see page 136)

4.2.9.2 Holidays Screen

This screen shows a 12 month calendar starting at the current month, and a list of colour-coded holiday types.

The current date is selected by default.

Dates flagged as holidays are highlighted in the corresponding holiday type colour.

To assign or change the holiday type for any date, select that date and click the *None* radio button to remove an assigned holiday type, or click the radio button for a holiday type to assign that type. Only one holiday type may be assigned to each date.

Note: Adding a holiday for a specific day/month combination leaves that holiday for that date in the system for each subsequent year. You should periodically review your holidays, for instance moving bank holidays.

See Also

Settings - Holiday Names Tab (see page 195)

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4.2.10 ACT Enterprise Rights

4.2.10.1 About ACT Enterprise Rights

ACT Enterprise Rights allow you to configure operators of ACT Enterprise software, and assign them access to particular data and functions when using the software. Only Administrators can view or change ACT Enterprise Rights.

See Also

ACT Enterprise Rights Screen (see page 144)

DB User Details Screen (see page 145)

4.2.10.2 ACT Enterprise Rights Screen

The *ACT Enterprise Rights* screen shows a list of operators configured on the system.

Field Name	Description
No	The unique number that identifies this operator on the system. (Sortable.)
Name	The operator's name. Click to view full details for this operator on the DB User Details Screen (see page 145). (Sortable.)
Role	The operator's role. This determines which functions they can use and what data they can see. (Sortable.)
Tenancy	The operator's tenancy. (Sortable.)

Click **Add DB User** at the top of this page to open a blank DB User Details screen (see page 145) from which you can add a new operator.

Select the check box for one or more operators in the list area and click **Delete DB User** at the bottom of the screen to delete the selected operator(s).

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4.2.10.3 DB User Details Screen

The *DB User Details* screen has two tabs showing different settings for the selected operator. For more information on these tabs, click the links below.

- General tab. For more information, see DB User Details - General Tab (see page 145).
- Tenants tab. For more information, see DB User Details - Tenants Tab (see page 146).

Click **Add DB User** at the bottom of this page to open a blank DB User Details screen from which you can add a new operator.

4.2.10.4 DB User Details - General Tab

The following table describes the data that appears on the *DB User Details - General* tab.

Field Name	Description
Number	The operator's unique identifying number on the system. A default unique value is assigned when a new record is created. If you want to edit this value, it must be changed before the operator record is saved for the first time.
Name	The operator's name.
Role	The role assigned to the operator. Roles are pre-defined combinations of rights to access functions and data. The *Allow* and *Database access* areas on this screen reflect the rights for the selected role. Custom indicates a combination of rights that was customised for the operator.
Application	When you select the *Custom* role only, these selections become available. These are a convenient shortcut to allow you to assign the rights necessary for an operator to use the corresponding client. Selecting a client will over-write existing rights for the user.

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Field Name	Description
Allow	Which ACT Enterprise functions the operator should have access to.
Database Access	The type of access the operator has to each data type in the ACT Enterprise database. *Full* means Read and Write access; *RO* means Read Only access; *None* means no access.

4.2.10.5 Change Password Screen

To change an operator/DB user's password, click **Change Password** on the DB User Details - General Tab (see page 145), and on the *Change Password* screen enter and confirm the new password then click **Save**.

4.2.10.6 DB User Details - Tenants Tab

This tab shows a list of the tenancies to which the operator is assigned.

See Also

About Tenancy (see page 159)

4.2.11 Elevator Management

4.2.11.1 About Elevator Groups

ACT Enterprise allows you to configure users to have access to different floors in an elevator lift shaft at different times.

Elevator control is one particular application of the I/O modules (IOM). The outputs on the IOM are wired into an elevator controller. Up to 32 floors may be controlled from a single ACT4000/3000/2000. However controllers may be networked giving control of more floors. Outputs required for elevator control must have the Elevator Floor option assigned in the I/O module view. For more information, see Output Details - Options Tab (see page 231).

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To configure elevator access:

1. Create a Floor Group to specify all the floors available from a particular elevator. For more information, see Add Floor Group Screen.
2. Assign the Door attached to the reader in the elevator cab to the relevant Floor Group. For more information, see Door Details - Floor Group Tab (see page 139).
3. Create an Elevator Group, and assign all required Floor Groups and the Time zones when access to those Floor Groups is allowed. For more information, see Add Elevator Group Screen.
4. Assign the Elevator Group to a User Group. Any user assigned to the User Group will be allowed access to the Floor Groups assigned to the Elevator Group during the specified Time zones. For more information, see User Group Details - General Tab (see page 125).

See Also

Elevator Manager Screen (see page 147)

Floor Group Details Screen (see page 150)

Elevator Group Details Screen (see page 148)

4.2.11.2 Elevator Manager Screen

The *Elevator Manager* screen has two tabs showing Elevator Groups and Floor Group. For more information on these tabs, click the links below.

- Elevator Groups tab. For more information, see Elevator Manager - Elevator Groups Tab (see page 148).
- Floor Groups tab. For more information, see Elevator Manager - Floor Groups Tab (see page 149).

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4.2.11.3 Elevator Manager - Elevator Groups Tab

The *Elevator Groups* tab shows a list of elevator groups configured on the system.

Field Name	Description
No	The unique number that identifies this elevator group on the system. (Sortable.)
Name	The elevator group's name. Click to view full details for this elevator group on the Elevator Group Details Screen (see page 148). (Sortable.)

4.2.11.4 Elevator Group Details Screen

The *Elevator Group Details* screen has two tabs. For more information on these tabs, click the links below.

- General tab. For more information, see Elevator Group Details - General Tab (see page 148).
- Tenants tab. For more information, see Elevator Group Details - Tenants Tab (see page 149).

4.2.11.5 Elevator Group Details - General Tab

The following table describes the data that appears on the *Elevator Group Details - General* tab.

Field Name	Description
Number	The elevator group's unique identifying number on the system.
Name	The elevator group's name.

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Field Name	Description
Floor Group/ Time Zone combinations	The list of floor groups that may be accessed by users assigned to this elevator group, and the corresponding time zones during which access will be granted. Up to 8 combinations can be configured. To assign a new floor group/time zone combination, select an empty row here, then select the required values from the *Floor Groups* and *Time zones* drop-down lists at the bottom of the screen and click **Assign**. To remove a floor group/time zone combination, select the row for that combination here, then click **Unassign**.

4.2.11.6 Elevator Group Details - Tenants Tab

This tab shows a list of the tenancies to which the elevator group is assigned.

See Also

About Tenancy (see page 159)

4.2.11.7 Elevator Manager - Floor Groups Tab

The *Floor Groups* tab shows a list of floor groups configured on the system.

Field Name	Description
No	The unique number that identifies this floor group on the system. (Sortable.)
Name	The floor group's name. Click to view full details for this floor group on the Floor Group Details Screen (see page 150). (Sortable.)

4.2.11.8 Floor Group Details Screen

The *Floor Group Details* screen has two tabs. For more information on these tabs, click the links below.

- General tab. For more information, see Floor Group Details - General Tab (see page 150).
- Tenants tab. For more information, see Floor Group Details - Tenants Tab (see page 151).

4.2.11.9 Floor Group Details - General Tab

The following table describes the data that appears on the *Floor Group Details - General* tab.

Field Name	Description
Number	The floor group's unique identifying number on the system.
Name	The floor group's name.
Controller	The controller associated with this floor group.
Available Floors	This list shows all floors available. To add a floor to the *Assigned Floors* list, select the floor here, then click the right-arrow ( ). To add all floors, click the double-right-arrow ( ).
Assigned Floors	This list shows all assigned floors in the Floor Group. To remove a floor from the list, select it in the *Assigned Floors* list and click the left-arrow ( ). To remove all floors, click the double-left-arrow ( ).

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4.2.11.10 Floor Group Details - Tenants Tab

This tab shows a list of the tenancies to which the floor group is assigned.

See Also

About Tenancy (see page 159)

4.2.12 Inputs and Outputs

4.2.12.1 About Inputs and Outputs

The I/O (Input/Output) Module (IOM) is an 8 Input/8 Output device that allows the ACT3000 and ACT4000 to receive/send signals from/to other electronic equipment. For example, an IOM could be connected to elevator controls, alarm systems or CCTV switching.

A maximum of 4 IOMs can be connected to any single controller, giving control of up to 32 relays and 32 inputs per ACT3000/ACT4000 (4 times 8).

ACT Manage allows you to configure settings for IOMs on the physical network.

See Also

Inputs Screen (see page 152)

Input Details Screen (see page 152)

Outputs Screen (see page 155)

Output Details Screen (see page 155)

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4.2.12.2 Inputs Screen

The *Inputs* screen shows a list of inputs on the system.

Field Name	Description
No	The unique number that identifies this input on the system. (Sortable.)
Name	The input's name. Click to view full details for this input on the Input Details Screen (see page 152). (Sortable.)
Status	The input's status: *Online* or *Offline*. (Sortable.)

4.2.12.3 Input Details Screen

The *Input Details* screen has a number of tabs showing different settings for the selected input. For more information on these tabs, click the links below.

- General tab. For more information, see Input Details - General Tab (see page 153).
- Enable tab. For more information, see Input Details - Enable Tab (see page 153).
- Activate tab. For more information, see Input Details - Activate Tab (see page 154).
- Options tab. For more information, see Input Details - Options Tab (see page 154).
- Tenants tab. For more information, see Input Details - Tenants Tab (see page 155).

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4.2.12.4 Input Details - General Tab

The following table describes the data that appears on the *Input Details - General* tab.

Field Name	Description
Input Name	The input's name. This name appears in the log when the input changes state.
Timer	The amount of time in seconds that the input must remain in a certain state before the change is reported. This prevents a momentary change in the input from causing a false alarm.
Controller	The controller to which the input is connected.

4.2.12.5 Input Details - Enable Tab

The following table describes the data that appears on the *Input Details - Enable* tab.

Field Name	Description
Timezone	The time zone during which this relay is active. If the input is unused, this should be set to *No Time Zone*.
Output	Inputs can be configured to be dependent on active outputs. When the specified output is active, this input will also be active.

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4.2.12.6 Input Details - Activate Tab

The following table describes the data that appears on the *Input Details - Activate* tab.

Field Name	Description
Output	An output may be programmed to follow the state of an input or a door. If an output is selected here, then as the input activates, the selected output also activates. When the input deactivates, the output de-activates.
Door	A door may be programmed to follow the state of an input. If a door is selected on this tab, then as the input activates, the selected door also activates. When the input deactivates, the door de-activates.

4.2.12.7 Input Details - Options Tab

The following table describes the data that appears on the *Input Details - Options* tab.

Field Name	Description
Normally Open	If selected, the input is in the normal state when the contact is open and active when the contact is closed.
Supervised	If selected, the IOM checks for tampers and shorts across the input contacts.
Log	If selected, the input is logged while enabled.
Alarm	If selected, an alarm is triggered when this input becomes active.

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4.2.12.8 Input Details - Tenants Tab

This tab shows a list of the tenancies to which the input is assigned.

See Also

About Tenancy (see page 159)

4.2.12.9 Outputs Screen

The *Outputs* screen shows a list of outputs on the system.

Field Name	Description
No	The unique number that identifies this output on the system. (Sortable.)
Name	The output's name. Click to view full details for this input on the Output Details Screen (see page 155). (Sortable.)
Status	The output's status: *Online* or *Offline*. (Sortable.)

4.2.12.10 Output Details Screen

The *Output Details* screen has a number of tabs showing different settings for the selected output. For more information on these tabs, click the links below.

- General tab. For more information, see Output Details - General Tab (see page 156).
- Options tab. For more information, see Output Details - Options Tab (see page 157).
- Follow Door tab. For more information, see Output Details - Follow Door Tab (see page 157).
- Output On Event tab. For more information, see Output Details - Output On Event Tab (see page 158).
- Output Off Event tab. For more information, see Output Details - Output Off Event Tab (see page 158).
- Tenants tab. For more information, see Output Details - Tenants Tab (see page 159).

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4.2.12.11 Output Details - General Tab

The following table describes the data that appears on the *Output Details - General* tab.

Field Name	Description
Output Name	The output's name.
Timer	The amount of time in seconds that the output must remain in a certain state before the change is reported. This prevents a momentary change in the output from causing a false alarm.
Active Timezone	The time zone during which this relay is active.
Controller	The controller to which the input is connected.

See Also

About Time zones (see page 140)

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4.2.12.12 Output Details - Options Tab

The following table describes the data that appears on the *Output Details - Options* tab.

Field Name	Description
Log	If selected, the output is logged while enabled.
Normally On	If selected, the output is in the normal state when the contact is open and active when the contact is closed.
Elevator Floor	If selected, the output may be used for elevator control.

See Also

About Elevator Groups (see page 146)

4.2.12.13 Output Details - Follow Door Tab

An output may be programmed to follow the state of an input or a door on the same controller.

If a door is selected on this tab, then as that door opens, the output activates. When the door closes, the output de-activates.

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4.2.12.14 Output Details - Output On Event Tab

The following table describes the data that appears on the *Output Details - Output On Event* tab.

When the event described by the conditions set on this tab occurs, the output relay is turned on.

Field Name	Description
Event	The event type that will trigger turning the output on.
Door	The door at which the event should occur.
Area	The area in which the event should occur.
User Group	The user group for which the event should occur.

4.2.12.15 Output Details - Output Off Event Tab

The following table describes the data that appears on the *Output Details - Output Off Event* tab.

When the event described by the conditions set on this tab occurs, the output relay is turned off.

Field Name	Description
Event	The event type that will trigger turning the output off.
Door	The door at which the event should occur.

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4.2.12.16 Output Details - Tenants Tab

This tab shows a list of the tenancies to which the output is assigned.

See Also

About Tenancy (see page 159)

4.2.13 Tenancy

4.2.13.1 About Tenancy

Multi-tenancy allows large systems, with a large number of doors and users, to be broken down into smaller, more manageable systems (sites/tenancies).

Multi-tenancy may also be used to allow multiple companies/organisations to share the same physical access control system but manage their own users and doors. For example, in large office blocks shared by many smaller companies, if the landlord installed one access control system for the building, each individual company can be assigned a tenancy and allowed to operate its own access control system.

Note: Multi-tenancy is an add-on package to the basic Act Enterprise suite and must be purchased separately.

ACT Enterprise Operators (database users) should be created for each tenant on the system, and components (users, door, etc.) assigned to the appropriate tenancy. Operators will only be allowed to view and configure users and settings relevant to their site. They will not see activity on other sites.

Note: Administrator users can see all activity across all tenancies.

See Also

Sites Screen (see page 160)

Site Details Screen (see page 160)

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4.2.13.2 Sites Screen

The following table describes the search field and results columns on the *Sites* screen.

Field Name	Description
Search	Enter all or part of the name of the site you want to view and click the **Search** icon ( ). A list of matching records is displayed in the *Search Results* area.
No	The unique number that identifies this site on the system. (Sortable.)
Name	The site's name. Click to view full details for this user on the Site Details Screen (see page 160). (Sortable.)

4.2.13.3 Site Details Screen

The *Site Details* screen has a number of tabs showing different settings for the selected site. For more information on these tabs, click the links below.

- General tab. For more information, see Site Details - General Tab (see page 161).
- DB Users. For more information, see Site Details - DB Users (see page 161).
- Users. For more information, see Site Details - Users Tab (see page 162).
- User Groups. For more information, see Site Details - User Groups Tab (see page 163).
- Controllers. For more information, see Site Details - Controllers Tab (see page 164).
- Doors. For more information, see Site Details - Doors Tab (see page 165).
- Door Groups. For more information, see Site Details - Door Groups Tab (see page 166).
- Elevator Groups. For more information, see Site Details - Elevator Groups Tab (see page 167).
- Floor Groups. For more information, see Site Details - Floor Groups Tab (see page 168).

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- I/O Modules. For more information, see Site Details - I/O Modules Tab (see page 169).
- Time Zones. For more information, see Site Details - Time Zones Tab (see page 170).

4.2.13.4 Site Details - General Tab

The following table describes the data that appears on the *Site Details - General* tab.

Field Name	Description
Site Number	The site's unique identifying number on the system.
Site Name	The site's name.

4.2.13.5 Site Details - DB Users Tab

This tab shows a list of DB Users (Operators) with access to this tenancy/site. DB Users can also be assigned access to tenancies on the DB User Details - Tenants Tab (see page 146).

The following table describes the fields on the *Site Details - DB Users* screen.

Field Name	Description
Filter by	Filter the list of DB Users by selecting whether to *Show All*, *Assigned* or *Unassigned* operators. If you know all or part of the DB User's name, enter that in the *Name* field. The list of DB Users below updates to match your filter.
Name	The name of the DB User. Click to view their details on the DB User Details Screen (see page 145).
Role	The role assigned to the DB User on the DB User Details Screen (see page 145). Their role determines which functions and data they have access to in ACT Enterprise.

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Field Name	Description
Assigned	Whether the DB User is assigned to the current site. To assign a DB User to the current site, select the button to the left of their name and click **Assign**, then **Save**. To unassign a DB User from the current site, select the button to the left of their name and click **Unassign**, then **Save**.

4.2.13.6 Site Details - Users Tab

This tab shows a list of Users assigned to this tenancy/site. Users can also be assigned to tenancies on the User Details - Tenants Tab (see page 118).

The following table describes the fields on the *Site Details - Users* screen.

Field Name	Description
Filter by	Filter the list of users by selecting whether to *Show All*, *Assigned* or *Unassigned* users. If you know all or part of the user's name, enter that in the *Name* field. The list of users below updates to match your filter.
User	The name of the user. Click to view their details on the User Details Screen (see page 110).
Group	The group the user belongs to. Click to view the group details on the User Group Details Screen (see page 124).

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Field Name	Description
Assigned	Whether the user is assigned to the current site. To assign a user to the current site, select the button to the left of their name and click **Assign**, then **Save**. To unassign a user from the current site, select the button to the left of their name and click **Unassign**, then **Save**.

4.2.13.7 Site Details - User Groups Tab

This tab shows a list of User Groups assigned to this tenancy/site. Users can also be assigned to tenancies on the User Group Details - Tenants Tab (see page 130).

The following table describes the fields on the *Site Details - User Groups* screen.

Field Name	Description
Filter by	If you know all or part of the User Group's name, enter that in the *Name* field. The list of User Groups below updates to match your filter.
Available	This list shows all user groups available. To add a user group to the *Assigned* list, select the user group here, then click the right-arrow ( ). To add access to all user groups, click the double-right-arrow ( ).
Assigned	This list shows all user groups assigned to the current site. To remove a user group, select it here and click the left-arrow ( ). To remove all user groups, click the double-left-arrow ( ).

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4.2.13.8 Site Details - Controllers Tab

This tab shows a list of Controllers assigned to this tenancy/site.

The following table describes the fields on the *Site Details - Controllers* screen.

Field Name	Description
Filter by	If you know all or part of the Controller's name, enter that in the *Name* field. The list of Controllers below updates to match your filter.
Available	This list shows all controllers available. To add a controller to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all controllers, click the double-right-arrow ( ).
Assigned	This list shows all controllers assigned to the current site. To remove a controller, select it here and click the left-arrow ( ). To remove all controllers, click the double-left-arrow ( ).

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4.2.13.9 Site Details - Doors Tab

This tab shows a list of Doors assigned to this tenancy/site. Doors can also be assigned to tenancies on the Door Details - Tenants Tab (see page 140).

The following table describes the fields on the *Site Details - Doors* screen.

Field Name	Description
Filter by	If you know all or part of the Door's name, enter that in the *Name* field. If you know the Door Group the Door belongs to, select that from the *Group* drop-down list. The list of Doors below updates to match your filter.
Available	This list shows all doors available. To add a door to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all doors, click the double-right-arrow ( ).
Assigned	This list shows all doors assigned to the current site. To remove a door, select it here and click the left-arrow ( ). To remove all doors, click the double-left-arrow ( ).

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4.2.13.10 Site Details - Door Groups Tab

This tab shows a list of Door Groups assigned to this tenancy/site. Door Groups can also be assigned to tenancies on the Door Group Details - Tenants Tab (see page 133).

The following table describes the fields on the *Site Details - Door Groups* screen.

Field Name	Description
Filter by	If you know all or part of the Door Group's name, enter that in the *Group Name* field. The list of Door Groups below updates to match your filter.
Available	This list shows all door groups available. To add a door group to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all door groups, click the double-right-arrow ( ).
Assigned	This list shows all door groups assigned to the current site. To remove a door group, select it here and click the left-arrow ( ). To remove all door groups, click the double-left-arrow ( ).

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4.2.13.11 Site Details - Elevator Groups Tab

This tab shows a list of Elevator Groups assigned to this tenancy/site. Elevator Groups can also be assigned to tenancies on the Elevator Group Details - Tenants Tab (see page 149).

The following table describes the fields on the *Site Details - Elevator Groups* screen.

Field Name	Description
Filter by	If you know all or part of the Elevator Group's name, enter that in the *Name* field. The list of Elevator Groups below updates to match your filter.
Available	This list shows all elevator groups available. To add an elevator group to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all elevator groups, click the double-right-arrow ( ).
Assigned	This list shows all elevator groups assigned to the current site. To remove an elevator group, select it here and click the left-arrow ( ). To remove all elevator groups, click the double-left-arrow ( ).

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4.2.13.12 Site Details - Floor Groups Tab

This tab shows a list of Floor Groups assigned to this tenancy/site. Floor Groups can also be assigned to tenancies on the Floor Group Details - Tenants Tab (see page 151).

The following table describes the fields on the *Site Details - Floor Groups* screen.

Field Name	Description
Filter by	If you know all or part of the Floor Group's name, enter that in the *Name* field. The list of Floor Groups below updates to match your filter.
Available	This list shows all floor groups available. To add a floor group to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all floor groups, click the double-right-arrow ( ).
Assigned	This list shows all floor groups assigned to the current site. To remove a floor group, select it here and click the left-arrow ( ). To remove all floor groups, click the double-left-arrow ( ).

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4.2.13.13 Site Details - I/O Modules Tab

This tab shows a list of I/O Modules assigned to this tenancy/site. I/O Modules can also be assigned to tenancies on the Input Details - Tenants Tab (see page 155) and the Output Details - Tenants Tab (see page 159).

The following table describes the fields on the *Site Details - I/O Modules* screen.

Field Name	Description
Filter by	If you know all or part of the I/O Module's name, enter that in the *Name* field. If you know which controller the I/O Module is connected to, select that from the *Controller Name* drop-down list. The list of I/O Modules below updates to match your filter.
Available	This list shows all I/O Modules available. To add an I/O Module to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all I/O Modules, click the double-right-arrow ( ).
Assigned	This list shows all I/O Modules assigned to the current site. To remove an I/O Module, select it here and click the left-arrow ( ). To remove all I/O Modules, click the double-left-arrow ( ).

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4.2.13.14 Site Details - Time Zones Tab

This tab shows a list of Time Zones assigned to this tenancy/site. Time Zones can also be assigned to tenancies on the Time Zone Details - Tenants Tab (see page 142).

The following table describes the fields on the *Site Details - Time Zones* screen.

Field Name	Description
Filter by	If you know all or part of the Time Zone's name, enter that in the *Name* field. The list of Time Zones below updates to match your filter.
Available	This list shows all Time Zones available. To add a Time Zone to the *Assigned* list, select it here, then click the right-arrow ( ). To add access to all Time Zones, click the double-right-arrow ( ).
Assigned	This list shows all Time Zones assigned to the current site. To remove a Time Zone, select it here and click the left-arrow ( ). To remove all Time Zones, click the double-left-arrow ( ).

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4.2.14 Cards

4.2.14.1 About Cards

Cards are physical items presented to door readers by users in order to authenticate themselves and gain access according to their access rights.

Note: The **Card Editor** option on this menu launches the Card Editor which allows you to design the appearance of cards.

See Also

Batch Cards Screen (see page 171)

Extra Cards Screen (see page 172)

Order Cards Screen (see page 173)

Report Lost Screen (see page 173)

User Group Details - Default Card Tab (see page 128)

4.2.14.2 Batch Cards Screen

The following table describes the fields that appear on the *Batch Cards* screen.

Field Name	Description
First Card	To create a range of batch cards, enter the number of the first card here.
Last Card	To create a range of batch cards, enter the number of the last card here.
First User	Enter the number of the first user in a sequence of users (ordered by number) to assign the batch of cards sequentially.
Default User Group	To set the default user group of users created during this operation, select the user group here.

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Click **Add Batch** to create a list of users and assigned cards according to your settings.

A summary screen shows a list of users to be created based on your settings. You can modify the first name, last name, group and enabled status for each user here before clicking **Save** to create them on the system.

Note: The users are *not* created on the system *until* you click **Save** on the results screen.

4.2.14.3 Extra Cards Screen

Note: Extra cards can only be assigned on systems that explicitly allow this. You must have controllers capable of storing additional cards and the *Allow multiple cards per user* option must be enabled on the Card Configuration Screen (see page 232) in ACT Install.

The following table describes the fields that appear on the *Extra Cards* screen.

Field Name	Description
Card Type	Select the type of card you want to add.
First Card	To create a range of extra cards, enter the number of the first card here.
Last Card	To create a range of extra cards, enter the number of the last card here.
First User	Click **Find User** to find the first available user number from which a sufficiently long sequence of free user numbers exists to assign the extra cards sequentially.
Default User Group	To set the default user group of users created during this operation, select the user group here.

Click **Add Cards** to create a list of users and assigned cards according to your settings.

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A summary screen shows a list of users to be created based on your settings. You can modify the first name, last name, group and enabled status for each user here before clicking **Save** to create them on the system.

Note: The users are *not* created on the system *until* you click **Save** on the results screen.

4.2.14.4 Order Cards Screen

This screen allows you to specify how many of which card types you want to order from ACT.

For each card type you want, select the corresponding check box, and specify the *Number of Cards* of this type you require.

When you have specified all cards required, click **Print Order**.

You must pass your printed order to your card supplier. Please contact your supplier for more information.

4.2.14.5 Report Lost Screen

This screen allows you to disable, or reset the validity for, a user's cards if they report them as lost/stolen.

The following table describes the search fields available on the *Report Lost* screen.

See below for information on the data in each of the columns on the *Report Lost* screen search results area (see page 175).

Field Name	Description
Search	Enter all or part of the registered name for the user whose cards you want to view and click the **Search** icon (). A list of matching records is displayed in the *Search Results* area. **Example:** Searching for "Ann" might show results for "**Ann**-Marie Boyle", "Jo**ann**e Murphy", and "Joseph H**ann**".

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Field Name	Description
Advanced. Click **Advanced** to see the following additional search fields.	
By Card Number	Select this option to search for a record using the number of the user's card. Enter the card number in the corresponding field and press **Return**. Only cards that match the number exactly are returned in the search results.
By User	Select this option to search for a record using details of the user who owns the card. Enter all or part of the user's *First Name*, *Last Name*, or *User Number*, then press **Return**. Partial matches are returned for first name and last name, as with the default *Search* field. If you specify a user number, only the user that matches the number exactly is returned in the search results.

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The following table describes each of the columns on the *Report Lost* screen search results area.

Column Name	Description
No	The unique number that identifies this user on the system. (Sortable.)
User	The user's name. Click to view full details for this user on the *User Details* screen (see page 110). (Sortable.)
Enabled	A green check-mark is displayed for accounts that are enabled. If an account is enabled, the user's card/PIN is operative, though usage may be restricted by a validity period, if set. If an account is disabled, the user's card/PIN will not work. An account must be both enabled *and* valid for the user's card/PIN to work.
Expiration	When the user's account is set to expire.
OneToOne	The number of the user's One-To-One card, if they have one.
SiteCoded	The number of the user's Site Coded card, if they have one.
Card 3	The number of the user's third card, if they have one.
Card 4	The number of the user's fourth card, if they have one.
Card 5	The number of the user's fifth card, if they have one.

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4.2.15 Tools

4.2.15.1 System Synchronise Screen

The System Synchronise Wizard allows you to download the entire database to one or more controllers. Synchronising controllers means that all data entered on the controller directly, via its keypad, will be lost. Controllers remain offline during downloads, meaning that they cannot be commanded during this time, nor will they report events. Door stations will have limited functionality during the download. You should only do a download if you are entirely sure it is required.

Follow the on-screen instructions, clicking **Next** between steps and **Finish** at the end.

- **Step 1: Controllers.** This screen indicates whether each controller is up to date or not. Select which controllers you want to download to.
- **Step 2: Downloading.** The progress bar shows the overall progress of the system synchronisation. The message area shows information for each controller.
- **Step 3: Results.** The results of the synchronisation operation are shown: the number of controllers updated and their current statuses.

4.2.16 Reports

4.2.16.1 About Reports

ACT Manage allows you to generate a number of reports on ACT Enterprise data according to specific criteria. This section describes the report types available.

See Also

Validate Users Screen (see page 189)

User List Screen (see page 177)

Card Expiry Screen (see page 180)

User Tracking Screen (see page 183)

Audit Trail Screen (see page 185)

Event Analysis Screen (see page 187)

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4.2.16.2 User List Screen

The *User List* report is accessed through the **Reports - User List** menu item in ACT Manage.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *User List* screen. (see page 177)
- The columns on the *User List* screen search results area. (see page 179)

Search Fields

Field Name	Description
Simple Tab Filter	
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Users With Access to Door* - select a particular door. • *Belonging to Group* - select a particular user group.
Advanced Tab Filter	
Only Enabled Users	Select to report on enabled users only.

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Field Name	Description
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Users With Access to Door* - select a particular door. • *Belonging to Group* - select a particular user group. • *Range* - specify a range of user numbers to report on. • *User Details* - select any user details field type to search on and specify all or part of the required value for that field.
Show	Select whether to show the user's photo in the first column of the search results, and what information to show in the last two columns of the search results.

Click **Generate** to generate a report according to your search criteria.

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Results

The following table describes each of the columns on the *User List* screen search results area.

Column Name	Description
Photo	This column only appears if *Show photo* is selected in the *Advanced* search criteria. It shows a small version of the user's photo.
No.	The unique number that identifies this user on the system. (Sortable.)
User	The user's name. (Sortable.) Click a user's name to view the user's profile on the *User Details* screen (see page 110). Click the **Back** icon ( ) at the top of the *User Details* screen to return to the *Users* screen.
Enabled	A green check-mark is displayed for accounts that are enabled.
Group	The group this user is a member of. Click to view full details for this group on the User Group Details Screen (see page 124). (Sortable.)
Card number	The user's card number. You can change which card number is shown using the *Advanced* search settings.
Last column	The default value displayed in the last column is determined by the Optional Column setting on the Settings - General Tab (see page 192), but you can change which user field value is shown using the *Advanced* search settings.

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4.2.16.3 Card Expiry Screen

The *Card Expiry* report is accessed through the **Reports - Card Expiry** menu item in ACT Manage.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Card Expiry* screen. (see page 180)
- The columns on the *Card Expiry* screen search results area. (see page 182)

Search Fields

Field Name	Description
Simple Tab Filter	
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Users With Access to Door* - select a particular door. • *Belonging to Group* - select a particular user group.
Expiry In	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *1 Week* - select to view accounts expiring in the next week. • *Number of Days* - specify a number of days. • *On Date* - specify a particular date.

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Field Name	Description
Advanced Tab Filter	
Users	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *All* - all users. • *Users With Access to Door* - select a particular door. • *Belonging to Group* - select a particular user group. • *Range* - specify a range of user numbers to report on.
Expiry In	Select criteria for users to report on by choosing from one of the following options and entering additional information in any fields that appear: • *1 Week* - select to view accounts expiring in the next week. • *2 Weeks* - select to view accounts expiring in the next 2 week. • *3 Weeks* - select to view accounts expiring in the next 3 week. • *4 Weeks* - select to view accounts expiring in the next 4 week. • *Number of Days* - specify a number of days. • *On Date* - specify a particular date.

Click **Generate** to generate a report according to your search criteria.

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Results

The following table describes each of the columns on the *Card Expiry* screen search results area.

Column Name	Description
No.	The unique number that identifies this user on the system. (Sortable.)
User	The user's name. Click to view full details for this user on the *User Details* screen (see page 110). (Sortable.)
Enabled	A green check-mark is displayed for accounts that are enabled. (Sortable.)
Group	The group this user is a member of. Click to view full details for this group on the User Group Details Screen (see page 124). (Sortable.)
Valid From	The date the user's account is valid from. (Sortable.)
Expiry Date	The date the user's account expires. (Sortable.)
Expired	Whether the user's account is expired. (Sortable.)

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4.2.16.4 User Tracking

The *User Tracking* report is accessed through the **Reports - User Tracking** menu item in ACT Manage.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *User Tracking* screen. (see page 183)
- The columns on the *User Tracking* screen search results area. (see page 184)

Search Fields

Field Name	Description
Simple Tab Filter	
Report	Select whether to generate a *Muster* report (all users currently on site), or an *Absentee List* report (users not on site).
Time	Select whether to generate the report for *Today* or a *Custom* time period.
Advanced Tab Filter	
Report	Select the report type to generate.
Doors	Select a door type or group to report on.
Users	Select whether to report on all users, users in a particular group, or users with Monitor User set on the User Details - Options Tab (see page 114).
Options	Select whether to show the user's photo in the first column of the search results, whether to report on enabled users only, and what information to show in the last column of the search results for all

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Field Name	Description
	reports except the *Absentee List*.
Time	Specify the time period to report for.

Click **Generate** to generate a report according to your search criteria.

Results

The following table describes each of the columns on the *User Tracking* screen search results area.

Note: Results on the current results page only may be sorted.

Column Name	Description
Photo	This column only appears if *Show photo* is selected in the *Advanced* search criteria. It shows a small version of the user's photo.
Time	The event time.
Event	The event type.
Location	The event location.
User Name	The user's name. Click to view full details for this user on the *User Details* screen (see page 110).
Last Column	This column appears for all reports except for *Absentee List*. The default value displayed in the last column is determined by the *Optional Column* setting on the Settings - General Tab (see page 192), but you can change which user field value is shown using the *Advanced* search settings.

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4.2.16.5 Audit Trail

The *Audit Trail* report is accessed through the **Reports - Audit Trail** menu item in ACT Manage.

See below for descriptions of:

- The search fields available on the *Audit Trail* screen. (see page 185)
- The columns on the *Audit Trail* screen search results area. (see page 186)

Search Fields

Field Name	Description
Time	Select whether to generate the report for *Today, This Week, This Month* or a *Custom* time period.
Select database user	Select the database user (Operator) to report on.
Show audit trail events	Select which events to include in the report.

Click **Generate** to generate a report according to your search criteria.

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Results

The following table describes each of the columns on the *Audit Trail* screen search results area.

Note: Results on the current results page only may be sorted.

Column Name	Description
Time	The event time.
User	The Operator name. Click to view full details for this operator on the DB User Details Screen (see page 145).
Event	The event type.
Details	Details related to the event, for example the particular record edited if the event was *Record modified*.
User or record name	The name of the record modified.

4.2.16.6 Event Analysis

The *Event Analysis* report is accessed through the **Reports - Event Analysis** menu item in ACT Manage.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Event Analysis* screen. (see page 187)
- The columns on the *Event Analysis* screen search results area. (see page 188)

Search Fields

Field Name	Description
Simple Tab Filter	
Users	Select *All* to report on all users, or *Single* to open the User Lookup Screen (see page 12) where you can select a particular user to report on.
Time	Select whether to generate the report for *Today,* a particular time (*Spot Check*) or a *Custom* time period. A *Spot Check* report includes a time period either side of the specified time - this is specified by the *Spot interval* value on the Settings - General Tab (see page 192).
Advanced Tab Filter	
Events	Select the event types to include in the report.
Users	Select *All* to report on all users, users *Belonging to User Group* to report on users in a selected User Group only, or *Single* to open the User Lookup Screen (see page 12) where you can select a particular user to report on.

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Field Name	Description
Doors	Select *All* to report on all doors, *Single* to report on one particular door, or *Belonging to Door Group* to report on all doors in a particular door group.
Time	Select whether to generate the report for *Today, This Week*, *This Month*, a particular time (*Spot Check*) or a *Custom* time period. A *Spot Check* report includes a time period either side of the specified time - this is specified by the *Spot interval* value on the Settings - General Tab (see page 192).

Click **Generate** to generate a report according to your search criteria.

Results

The following table describes each of the columns on the *User Tracking* screen search results area.

Column Name	Description
Time	The event time. (Sortable.)
Event	The event type. (Sortable.)
Location	The event location. (Sortable.)
Details	Details for the event. (Sortable.)

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4.2.16.7 Validate Users Screen

The *Validate Users* report is accessed through the **Reports - Validate Users** menu item in ACT Manage.

The *Validate Users* screen allows you to:

- Search for users whose validity period has expired, or will soon expire.
- Search for inactive users, whose cards have not been recently used. Inactive users may have lost their cards, or no longer be in the relevant company or organisation.

Once you have identified the user(s) of interest, select one or more users and click the relevant button at the bottom of the screen to delete, enable or disable their accounts, or to edit their validity period (see Change Validity Screen).

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Validate Users* screen. (see page 189)
- The columns on the *Validate Users* screen search results area. (see page 190)

Search Fields

Field Name	Description
Search	Enter all or part of the registered name for the user whose record you want to view and click the **Search** icon (🔍). A list of matching records is displayed in the *Search Results* area. **Example:** Searching for "Ann" might show results for "**Ann**-Marie Boyle", "Jo**ann**e Murphy", and "Joseph H**ann**".
Advanced. Click **Advanced** to see the following additional search fields. Specify criteria and click **Search**. To report on users with expired/expiring validity, use the *Expired*, *Expire By* and *Expire By* date fields.	

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Field Name	Description
To report on inactive users, use the *Inactive* field.	
User Group	Select the group to which the user is assigned.
Expired	Select to view users who have already expired, that is, their validity period has ended.
Inactive	Select to view users who have been inactive for a period of time, and select the required time period from the corresponding drop-down list.
Expire By	Select to view users who are due to expire in a certain timeframe, and select whether that timeframe is *Today*, *Next Week* or *Next Month* from the corresponding drop-down list.
All Users	Select to view all users.
Expire By Date	Select to view users who are due to expire by a certain date, and specify that date.

Results

The following table describes each of the columns on the *Validate Users* screen search results area.

Column Name	Description
No.	The unique number that identifies this user on the system. (Sortable.)
Name	The user's name. Click to view full details for this user on the *User Details* screen (see page 110). (Sortable.)

Column Name	Description
Group	The group this user is a member of. Click to view full details for this group on the User Group Details Screen (see page 124). (Sortable.)
Enabled	A green check-mark is displayed for accounts that are enabled.
Valid From	When the user is valid from.
Valid To	When the user is valid until.
Valid	A green check-mark is displayed for accounts that are valid. A user's account is valid if either the current date and time fall within the set validity period, or if no validity period was set for the user.
Last activity	The last date and time activity was recorded for the user.

4.2.17 Settings

4.2.17.1 About Settings

The *Settings* screen allows you to configure preferred settings/values for a range of functions in ACT Manage, such as the names of user fields and holidays, area limits and event filters.

See Also

Settings Screen (see page 192)

4.2.17.2 Settings Screen

The Settings screen has a number of tabs showing different settings for ACT Manage. For more information on these tabs, click the links below.

- Settings - General tab. For more information, see Settings - General Tab (see page 192).
- Settings - Doors tab. For more information, see Settings - Doors Tab (see page 193).
- Settings - User Fields tab. For more information, see Settings - User Fields Tab (see page 194).
- Settings - Holiday Names tab. For more information, see Settings - Holiday Names Tab (see page 195).
- Settings - Area Limits tab. For more information, see Settings - Area Limits Tab (see page 195).
- Settings - Card Print tab. For more information, see Settings - Card Print Tab (see page 196).
- Settings - Installer tab. For more information, see Settings - Installer Tab (see page 198).

4.2.17.3 Settings - General Tab

The following table describes the data that appears on the *Settings - General* tab.

Field Name	Description
Language	The language used in the ACT Manage interface.
Export CSV Separator	The separator character used when exporting tabular data from ACT Manage. For more information, see Exporting (see page 11).
Items Per Page	The number of items to show per page when search results are displayed. Maximum of 200.
Spot Interval	Some reports can be generated according to a spot check time. In this case, the spot interval determines the number of minutes before and after the spot check time for which data is included.

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Field Name	Description
Optional Column	The default value displayed in the last column of screens showing user lists (for example Users Screen (see page 107) or User Tracking Screen (see page 183)) is determined by this setting.
Auto Logout Time (mins)	The number of minutes after which an Operator will be logged out of ACT Manage if they are idle. Set to 0 to disable auto logout.

4.2.17.4 Settings - Doors Tab

The following table describes the data that appears on the *Settings - Doors* tab.

Field Name	Description
Fire override doors	The door group containing doors that are opened automatically via an input from the fire alarm system. In practice, this input is brought separately to each controller that is then responsible for opening any of its doors that have been defined in this group.
Anti-passback doors	The door group containing doors that are in the system's anti-passback area. Anti-passback operation is local to each controller, so if there is only one desired anti-passback area, these doors must all reside on the same controller. If the anti-passback group includes doors on more than one controller, then each controller effectively implements a separate independent area.
Auto Reset Time	If selected, then the corresponding field contains the time of the day when the anti-passback buffer is automatically reset. This ensures that users who failed to exit properly will be allowed in again. If the box is unchecked, then the anti-passback buffer must be reset manually in ACT Monitor. For more information, see Tools Screen (see page 98).

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Field Name	Description
Perimeter doors	The door group containing doors on the perimeter of the installation. This allows the system to keep track of which users are in or out of the installation at a given time. This information is used when generating a muster report. For more information, see User Tracking Screen (see page 183).
Timed anti-passback doors	The door group containing doors that will not re-open for the same card during the anti-passback timed period. For more information, see User Group Details - Anti-passback Tab (see page 129).
Time and Attendance doors	The door group containing doors used for recording user entrances and exits for time and attendance purposes.
Internal doors	The door group containing doors inside the perimeter of the installation. These doors deny access if the cardholder has not already entered through the perimeter or anti-passback doors.
User Limit A User Limit B	These user limits may be used to generate outputs when the number of users in an area falls below a specified minimum. If user limiting is enabled, these limits specify the maximum number of users that will be allowed in that area. The two limits operate independently. Refer to the controller output options for details.

4.2.17.5 Settings - User Fields Tab

This tab defines the labels that will appear through the system for user fields 1-10.

See Also

Users Screen (see page 107)

User Details Screen (see page 110)

About Reports (see page 176)

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4.2.17.6 Settings - Holiday Names Tab

This tab defines the labels that will appear through the system for holiday types 1-9.

See Also

Holidays Screen (see page 143)

Time Zone Details - General Tab (see page 141)

4.2.17.7 Settings - Area Limits Tab

ACT Enterprise supports up to 8 different counting areas. Limits on the number of users permitted in each of these areas can be specified on this screen.

Each counting area is assigned a door group. When a valid card holder enters one of the doors in the door group the area count is incremented. When the limit is reached, then access is denied. The count is decremented when a card holder leaves through one of the doors in the door group.

Notes:

- Entry and Exit readers are required on the doors for this feature to work.
- Area limits may also be set for members of a particular user group. In this case, even if the overall area limit is not reached, if the limit for the user group is reached no more members of that user group will be granted admission to the area until a group member leaves.

See Also

User Group Details - Area Limits Tab (see page 129)

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4.2.17.8 Settings - Card Print Tab

This page allows different encoding formats for magnetic stripe cards and barcoding profiles to be added for different cards.

The following table describes the data that appears on the *Settings - Card Print* tab.

Field Name	Description
Default Card	Which card template to give to new user groups.
Encoding Profiles	Which encoding profiles are available. For each profile, the profile name and encoded tracks are indicated. Click **Add** to add a new profile, or select a profile and click **Edit** to edit an existing profile. For more information, see Encoding Profile Screen (see page 196).
Barcode Profiles	Which barcode profiles are available. Click **Add** to add a new profile, or select a profile and click **Edit** to edit an existing profile. For more information, see Barcode Profile Screen (see page 197).

4.2.17.9 Encoding Profile Screen

Please refer to the card manufacturer's technical specifications or Mifare card reader specifications for more information on encoding settings.

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4.2.17.10 Barcode Profile Screen

The following table describes the data that appears on the *Barcode Profile* screen.

A preview of a sample barcode in the top right area of the screen reflects the profile settings.

Note: Standard ACT magnetic stripe cards are encoded on Track 2 only.

Field Name	Description
Profile Name	The name of the barcode profile.
Symbology	The barcode style generated when this profile is used.
Barcode Data	Specify the static and variable values to be included in the barcode.
Show Readable Text	If selected, readable text is displayed on the barcode.
Bearer Bars	If selected, bars appear at the top and bottom of the barcode if the barcode symbology supports them.
Quiet Zones	If selected, additional whitespace is added to the barcode to provide a distinct boundary.
Text On Top	If selected, any displayed text appears above the barcode instead of below.
Rotation	The degree to which the barcode should be rotated.
Narrow Bar Width	The width of narrow bars in barcodes that show a series of side-by-side bars.

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Field Name	Description
Bar Height	The height of bars in barcodes that show a series of side-by-side bars.

4.2.17.11 Settings - Installer Tab

This tab shows the name and a brief description for the current ACT Enterprise installation.

4.3 ACT Install

4.3.1 About ACT Install

ACT Install manages the access control hardware on the system. It is used to add or update controllers, doors and I/O modules.

See Also

Navigating ACT Client Interfaces (see page 8)

ACT Install Menus (see page 198)

4.3.2 General

4.3.2.1 ACT Install Menus

The following menus are available in ACT Install.

- System Live. For more information see System Live Screen (see page 201).
- QuickSetup. For more information see ACT Install - QuickSetup Menu (see page 199).
- Advanced Setup. For more information see ACT Install - Advanced Setup Menu (see page 199).
- Tools. For more information see ACT Install - Tools Menu (see page 199).
- Reports. For more information see ACT Install - Reports Menu (see page 199).
- Settings. For more information see ACT Install - Settings Menu (see page 200).
- Clients. For more information see ACT Install - Clients Menu (see page 200).

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4.3.2.2 ACT Install - QuickSetup Menu

The following options are available on the **ACT Install - QuickSetup** menu.

- Add Controller. For more information, see Add Controller (see page 202).
- Add Door. For more information, see Add Door (see page 203).
- Add Elevator. For more information, see Add Elevator (see page 203).
- Autodiscovering. For more information, see Autodiscovering (see page 203).

4.3.2.3 ACT Install - Advanced Setup Menu

The following options are available on the **ACT Install - Advanced Setup** menu.

- Controllers. For more information, see About Controllers (see page 204).
- Doors. For more information, see About Doors (see page 213).
- I/O Modules. For more information, see About I/O Modules (see page 222).
- DVRs. For more information, see About DVRs (see page 235).
- Cameras. For more information, see About Cameras (see page 237).
- Card Configuration. For more information, see About Card Configuration (see page 232).

4.3.2.4 ACT Install - Tools Menu

The following options are available on the **ACT Install - Tools** menu.

- System Synchronize. For more information, see System Synchronise (see page 176).
- Validation Wizard. For more information, see Validation Wizard (see page 239).

4.3.2.5 ACT Install - Reports Menu

The following options are available on the **ACT Install - Reports** menu.

- System Status. For more information, see System Status (see page 240).
- System Snapshot. For more information, see System Snapshot (see page 240).

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4.3.2.6 ACT Install - Settings Menu

The *Settings* screen allows you to configure preferred settings/values for a range of functions in ACT Install, such as default options for controllers and doors, interface language and event filters.

See Also

Settings Screen (see page 241)

4.3.2.7 ACT Install - Clients Menu

Click any of the client software options in the **Clients** menu to open the corresponding software module for ACT Enterprise. The selected module opens in front of the current module.

You must have logon access to use each client, and which tasks you will be able to perform depends on the access rights you have been granted.

The following options are available (if you have full access rights) on the **ACT Install - Clients** menu.

- ACT Manage. For more information, see About ACT Manage (see page 103).
- ACT Monitor. For more information, see About ACT Monitor (see page 83).
- ACT SiteMaps Monitor. SiteMaps Monitor is an optional add-on to the ACT Enterprise system. It is a real-time access control tool that provides visual navigation through the system of maps created with SiteMaps Editor, allows you to issue basic commands on access control objects on the maps, and allows you to monitor events and status changes from the ACT system via maps in live mode. For more information, please refer to the online help included in SiteMaps Monitor.
- ACT SiteMaps Editor. SiteMaps Editor is a visual designer tool that creates a list of maps from pre-designed graphics that represent infrastructure units of an access control site, and places ACT controlling units (doors, inputs/outputs, etc.) on those maps according to their physical location in the building. For more information, please refer to the online help included in SiteMaps Editor.

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4.3.3 System Live Screen

This screen provides an overview of the live system.

The system tree on the left hand side of the screen allows you to view all configured controllers and their connected doors, as well as I/O modules on the network. The icon for each entity indicates its status. Hover your mouse over an icon to see a popup describing the status. Right-click a controller or door in the tree structure to see a context menu with the following options:

- **Expand All** - Select to fully expand the tree structure, showing all doors connected to all controllers.

  Note: You can expand the list of doors for a particular door by clicking the icon to the left of the controller name.

- **Collapse All** - Select to collapse the tree structure, showing all controllers, but no connected doors.

  Note: You can collapse the list of doors for a particular door by clicking the icon to the left of the controller name.

- **Actions** - Select to view a list of actions you can perform on a door: **Lock**, **Unlock**, **Pass**, **Normalize**, **Switch Outputs ON**, **Switch Outputs OFF**.

- **Validate** - Select to validate a door, confirming whether it is connected and responding to commands. For more information, see Validation Wizard (see page 239).

- **Details** - Select to view more information on the selected controller/door. For more information, see *Controller Details* screen (see page 206) or *Door Details* screen (see page 215).

The **View Options** drop-down menu at the top right of the screen also allows you to filter what information is displayed in the tree structure.

- To view one or more of *Controllers*, *Doors* and *I/O Modules*, select the appropriate boxes under **View Options | View**.

- To view only those doors reporting problems, click **View Options | View | Problem Hardware**. Examples of possible problems are tampering detected, low battery, or the glass on a Break Glass Monitor broken.

- **Note:** You cannot view **Problem Hardware** at the same time as controllers, doors or I/O modules.

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Other links at the top right of the screen provide quick access to the QuickSetup wizards for adding controllers and doors, and for auto-discovering entities on the network.

The panel on the right-hand side of the screen shows live information on events occurring across the system. For each event, the time, location, event type and details are shown.

Click the **Pause** button at the bottom of the screen to pause the stream of events being displayed. This allows you to examine the details of one or more events currently on screen without them scrolling out of view.

Quick setup buttons at the top of the screen provide easy access to the *Add Controller*, *Add Door* and *Autodiscover* wizards.

See Also

Add Controller (see page 202)

Add Door (see page 203)

Autodiscovering (see page 203)

4.3.4 QuickSetup

4.3.4.1 About QuickSetup

The QuickSetup menu contains links to a number of wizards which take you through the setup of common components step by step.

The following wizards are available here:

- Add Controller (see page 202)
- Add Door (see page 203)
- Add Elevator (see page 203)
- Autodiscovering (see page 203)

4.3.4.2 Add Controller

Follow the wizard's onscreen instructions to add and configure a new controller, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

You can edit the controller settings later through the Controller Details Screen (see page 206).

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4.3.4.3 Add Door

Follow the wizard's onscreen instructions to add and configure a new door, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

You can edit the controller settings later through the Door Details Screen (see page 215).

4.3.4.4 Add Elevator

Follow the wizard's onscreen instructions to add and configure a new elevator, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

- **Step 1: Select I/O Modules.** Select which I/O modules are connected to the elevator.
- **Step 2: Set Floors.** Select which outputs are connected to elevator floors.
- **Step 3: Finish.** The results of the add elevator operation are shown: the number of floors added/removed and their current statuses.

4.3.4.5 Autodiscovering

Follow the wizard's onscreen instructions to add and configure ACT4000 controllers and their related doors, clicking **Next** in the bottom right of the screen after each step and **Finish** at the end.

Note: Older controller types, such as ACT3000s, cannot be autodiscovered.

You can edit the controller and settings later through the Controller Details Screen (see page 206) and the Door Details Screen (see page 215).

4.3.5 Advanced Setup

4.3.5.1 About Advanced Setup

Advanced Setup allows you to configure new controllers and doors without using the Wizards provided. You can also edit existing controllers and doors. More settings are available through the *Advanced Setup* screens than through the Wizard.

You can also add and configure I/O modules, DVRs, cameras and card settings.

See Also

About Controllers (see page 204)

About Doors (see page 213)

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About I/O Modules (see page 222)

About Card Configuration (see page 232)

About DVRs (see page 235)

About Cameras (see page 237)

4.3.5.2 Controllers

About Controllers

A controller is a device which stores card details and provides managed access for one or more doors. ACT Install allows you to configure controller properties, and to specify which doors are connected to that controller.

See Also

Controllers Screen (see page 204)

Controller Details Screen (see page 206)

Controllers Screen

The following table describes the search fields and results columns on the *Controllers* screen.

Field Name	Description
Search	Enter all or part of the name of the controller you want to view and click the **Search** icon (). A list of matching records is displayed in the *Search Results* area.
Advanced	Click **Advanced** to search for a controller by number and/or name. If you specify a *Controller Number*, an exact match is returned. If you specify a *Controller Name*, partial matches are returned.
No	The unique number that identifies this controller on the system. (Sortable.)

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Field Name	Description
Controller Name	The controller's name. Click to view full details for this controller on the Controller Details Screen (see page 206). (Sortable.)
Controller Type	The controller type.
Firmware	The firmware version on the controller (where available).
Comms	The IP address or NetBios name of the controller.
MAC Address	The MAC address of the controller.
Status	The controller status. Hover your mouse over the icon to see the status in a popup.
Doors	The number of doors connected to the controller. Click to view a list of the connected doors on the Doors Screen (see page 214).
I/Os	The number of I/O modules connected to the controller. Click to view a list of the connected I/O modules on the I/O Modules Screen (see page 223).
Enabled	A green check-mark is displayed for controllers that are enabled.

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Controller Details Screen

The *Controller Details* screen has a number of tabs showing different settings for the selected controller. For more information on these tabs, click the links below.

- General tab. For more information, see Controller Details - General Tab (see page 207).
- Communications tab. For more information, see Controller Details - Communications Tab (see page 208).
- Doors tab. For more information, see Controller Details - Doors Tab (see page 209).
- I/O Modules tab. For more information, see Controller Details - I/O Modules Tab (see page 210).
- Door 1 Options tab. For more information, see Controller Details - Door 1 Options Tab (see page 210).
- Door 2 Options tab. For more information, see Controller Details - Door 2 Options Tab (see page 211).
- Operations tab. For more information, see Controller Details - Operations Tab (see page 212).
- Capabilities tab. For more information, see Controller Details - Capabilities Tab (see page 213).
- Cluster tab. For more information, see Controller Details - Cluster Tab (see page 213).
- Firmware tab. For more information, see Controller Details - Firmware Tab (see page 213).

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Controller Details - General Tab

The following table describes the data that appears on the *Controller Details - General* tab.

Field Name	Description
Controller Name	The controller name.
Controller Number	The controller number. This cannot be edited once the controller is first saved.
Controller Type	The controller type.
Enabled	If this check box is selected, the controller is enabled on the system; if not, it is disabled.

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Controller Details - Communications Tab

The following table describes the data that appears on the *Controller Details - Communications* tab.

Field Name	Description
Communications Master	Whether the ACT Enterprise server communicates directly with the controller, or communicates via another controller (hubbed). If hubbed via an intermediate controller, that controller should be selected here. If a hubbed controller is not identified in this way, its details cannot be saved.
Connection Type	If you are communicating directly with the controller, the connection type is shown. • TCP/IP - Select if communicating over TCP/IP. • RS232 - Select if connecting directly to a single controller using a simple RS232 serial lead. The maximum distance for direct connection is 30m. • RS485 (4 Line) - Select if connecting to one or more controllers through a multidrop RS485 network using the ACT supplied 4 line RS485 interface or a third party interface that uses RTS direction control. • RS485 (Automatic) - Select if connecting to one or more controllers through a multidrop RS485 network using the ACT supplied automatic RS485 interface or a third party interface that uses automatic direction control.
IP Address Port	The IP address or NetBios name and listening port of the ACT LAN Interface device. Port number should always be 10001. This field only appears if *Direct to ACT Enterprise* is selected at *Communications Master* and *TCP/IP* is selected at *Connection Type*.

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Field Name	Description
COM Port Speed	The serial communications port to which the access control system is connected and the supported communication speed.
Encryption Key	An Encryption key consisting of a 10-digit number may be specified to prevent unauthorized access to the controllers. Ensure this Encryption key matches the Password programmed into the controllers. Encryption is available only for modem or TCP/IP locations.
World Time Zone	The world time zone the controller is operating in.

Click **Test Connection** to check that there is a live connection between the database and the controller.

Controller Details - Doors Tab

The following table describes the data that appears on the *Controller Details - Doors* tab.

Field Name	Description
Address	The address of the door on the controller.
Name	The door's name.
Enable	If this box is selected, the door is enabled.
In DB	If this box is selected, the door details are recorded in the database. De-selecting this box deletes the door from the database when you click **Save**.

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Controller Details - I/O Modules Tab

The following table describes the data that appears on the *Controller Details - I/O Modules* tab.

Field Name	Description
Address	The address of the I/O module on the controller.
Name	The I/O module's name.
Enable	If this box is selected, the I/O module is enabled.
In DB	If this box is selected, the I/O module's details are recorded in the database. De-selecting this box deletes the I/O module from the database.

Controller Details - Door 1 Options Tab

Controller output options allow the onboard OP2, OP3 and AUX outputs on a multi-door controller to perform different functions to those normally programmed by the door or user settings.

The following table describes the data that appears on the *Controller Details - Door 1 Options* tab.

Field Name	Description
AUX for all doors	When this option is selected, the AUX output on door 1 operates if the AUX output for any of the doors connected to the controller is active.
OP2 = Tech Fault	When this option is selected, the AUX output on door 1 operates if a technical fault condition exists. Technical faults include mains faults, tampers or doors offline.

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Field Name	Description
OP3 = Any Door Open	When this option is selected, the OP3 output on door 1 operates if any of the doors connected to the controller are open.

Controller Details - Door 2 Options Tab

Controller output options allow the onboard OP2, OP3 and AUX outputs on a multi-door controller to perform different functions to those normally programmed by the door or user settings.

The following table describes the data that appears on the *Controller Details - Door 2 Options* tab.

Field Name	Description
AUX = Users present	When this option is selected, the AUX output on door 2 operates while one or more users are within the anti-passback or perimeter area (if configured). The output activates immediately when a user enters the defined area, and de-activates when all users have exited. The deactivation of the output will be postponed by the period of time defined by the delay timer. This may be used (for example) to switch off lighting when no users are present, or to indicate to an alarm system that it is clear to arm.
OP2 = User Limit A	When this option is selected, the OP2 output on door 2 operates when the number of users within the anti-passback or perimeter area reaches or exceeds *User Limit A* specified on the Settings - Doors Tab (see page 193).
OP3 = User Limit B	When this option is selected, the OP3 output on door 2 operates when the number of users within the anti-passback or perimeter area reaches or exceeds *User Limit B* specified on the Settings - Doors Tab (see page 193).

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Controller Details - Operations Tab

The following table describes the data that appears on the *Controller Details - Operations* tab.

Field Name	Description
General	• Auto Daylight Savings - If selected, the controller automatically adjusts for daylight savings. • Keypad sound - If selected, the controller makes a small audible beep for confirmation whenever a key is pressed. • Show status - If selected, the controller shows the current status of each door on its LCD display. Normally when all doors are closed, the display shows only the current date and time. When the status of a door changes, it will be shown periodically on the display until it reverts to normal. • Show events - If selected, the controller shows all events on its LCD display as they occur. The event is displayed for 2 seconds or until superseded by another event. • Attendance terminal - If selected, the controller logs entrance and exit events for time and attendance purposes. Marking a controller as an attendance terminal means Clockin and Clockout events are generated on door 1, instead of access granted events. An attendance terminal should only be assigned if door 1 is acting as a Time & Attendance recorder. • Tech Fault Bleeps - If selected, the controller bleeps periodically if a technical fault occurs. Example technical faults: mains faults, tampers and doors offline. • User Limiting - If selected, when the number of users inside the perimeter area is equal to the maximum of either User Limit A or User Limit B then the controller prevents any more users from entering. For more information, see Settings - Doors Tab (see page 193).

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Controller Details - Capabilities Tab

This screen shows the hardware capabilities of the controller. For example, the number of doors it can control, the number of users it can support, and the number of I/O modules.

Controller Details - Cluster Tab

If this controller is the cluster master, select the *Cluster Master* check box.

If another controller is the cluster master, select it from the *Cluster Master Controller* drop-down list.

Controllers connected to the cluster master pass information about users entering and exiting, and the cluster master relays that information to others in the cluster. This information is used to prevent a user entering through multiple doors in the cluster where anti-passback is enabled.

Controller Details - Firmware Tab

This screen shows the version of firmware currently installed on the controller.

4.3.5.3 Doors

About Doors

Doors are physical gateways linked to controllers, such as doors, gates, or turnstiles.

ACT Install allows you to add doors to the system and to configure basic properties for their operation.

See Also

Doors Screen (see page 214)

Door Details Screen (see page 215)

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Doors Screen

The *Doors* screen shows a list of all doors configured on the system.

The following table describes the search fields and results columns on the *Doors* screen.

Field Name	Description
No	The unique number that identifies this door on the system. (Sortable.)
Door Name	The door's name. Click to view full details for this door on the Door Details Screen (see page 215). (Sortable.)
Controller Name	The name of the controller the door is connected to. Click to view full details for this controller on the Controller Details Screen (see page 206). (Sortable.)
Controller	The controller number. (Sortable.)
Local Addr.	The local address for the door at the controller. (Sortable.)
Status	The door's current status. (Sortable.)
Elevator	An elevator icon is shown if the door is connected to an elevator.
Enabled	A green check-mark is displayed for doors that are enabled.

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Door Details Screen

The *Door Details* screen has a number of tabs showing different settings for the selected door. For more information on these tabs, click the links below.

- General tab. For more information, see Door Details - General Tab (see page 215).
- Timers tab. For more information, see Door Details - Timers Tab (see page 216).
- Operations tab. For more information, see Door Details - Operations Tab (see page 217).
- AUX Relay tab. For more information, see Door Details - AUX Relay Tab (see page 219).
- Reporting tab. For more information, see Door Details - Reporting Tab (see page 138).

Door Details - General Tab

The following table describes the data that appears on the *Door Details - General* tab.

Field Name	Description
Global Door Number	The door number assigned to the door in the database. This is different to the local door number.
Door Name	The door name.
Controller	The controller the door is connected to.
Local Door Number	The local door number.
Enabled	Whether the door is currently enabled.

Note: For ACT4000 controllers and later, door voltage can also be reported here.

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Door Details - Timers Tab

The following table describes the data that appears on the *Door Details - Timers* tab. All times are in seconds.

Field Name	Description
Relay Timer	How long the door relay is activated in response to a valid card or to operation of the request-to-exit (egress) switch.
AUX Output	How long the AUX (buzzer) output is activated when it is fired.
OP2 Timer	How long the OP2 output is activated when it is fired.
OP3 Timer	How long the OP3 output is activated when it is fired.
Door Ajar Timer	How long the door may remain open before a door ajar condition occurs
Extended Relay Timer	How long the door relay is activated in response to a valid card for a user with the *Extended Relay* option. In this case, the door relay is activated for an extended period of time for users who require longer to access the door, for example, wheelchair users. For more information, see User Details - Options Tab (see page 114).
Tracking Delay Timer	How long the controller waits before updating the count of the number of users in the tracking area.

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Door Details - Operations Tab

The following table describes the data that appears on the *Door Details - Operations* tab.

Field Name	Description
Door Exit	• Release button - If selected, the push-to-exit (egress switch) is enabled. When this switch is momentarily closed, the relay timer is activated for its programmed period of time, and a user is allowed to exit. An exit event may also be recorded in the system log. • Free exit - Normally, the controller applies the same group access rules to users exiting the area as it applies to users being granted access. If this option is selected, normal access rights are ignored and any enabled card can exit irrespective of time etc. • Exit PIN's - Normally in PIN only or PIN & swipe operation, codes are used only to gain entry through the door. If this option is selected, the controller requires a PIN code when exiting also. • Exit PIR - If selected, a Passive Infra-Red (PIR) device can be used in place of a traditional push button exit switch. This ensures that the door remains unlocked while the PIR is active.
Door Security	• Interlock - If selected, only one door of a connected pair may be open at any one time. The interlock output (usually OP3) of each door should be connected to the interlock input (Usually AUX) of the other door. Because this is an electrical interlock, doors on different controllers may be interlocked with each other, or with other devices such as an ACT10 keypad. In this case the 0V lines of all the devices should be connected together. • Toggle Operation - If selected, the door can be toggled open or closed by users with the Toggle Relay option enabled. For more information, see User Details - Options Tab (see page 114) or User Group Details - Options Tab (see page 127). • Fail-Safe Relay - When using normally energized locking devices, there may be problems with the door remaining locked during a power outage when a stand-by battery is

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Field Name	Description
	discharging. If the battery is partially depleted, the voltage may not be high enough to power the controller but may still be producing enough current to keep the solenoid energized. If this option is selected, the action of the relay is reversed so that the door will fail open in a power outage. • Intruder Panel - The AUX input on the door may be connected to an Intruder Panel. When this signal is low, the controller knows the panel is armed and denies access to users. This is a secure way of ensuring that the panel is actually armed. The panel may be armed by users with the Arm/Disarm option. • Anti-tailgate - Normally when a card is swiped, the relay is activated for a pre-determined period of time. During this period, the door may be physically opened and closed any number of times as the locking mechanism is disengaged. If this option is selected, the relay time is truncated to one second when the door is opened. This means that the locking mechanism re-engages so the door cannot be reopened without swiping another card. • Break Glass - If selected, the output relay is activated when the glass is broken on a Break Glass Monitor. • Access only - If selected, the main relay output at the access point is activated if a valid card is presented at an access reader. For an exit reader at the access point, ensure that *Exit Granted* is selected under *AUX Relay - Normal Access* *(see page 219)* to activate the AUX relay on an exit event.
Door Buzzer	• Silent operation - Normally the door controller gives an audible success or fail indication when a card is swiped, in addition to activating the red or green indicator on the reader. If this option is selected, this audible indication is suppressed. • Chime - If this option is selected, the door controller's buzzer sounds momentarily when the door is opened. The buzzer (AUX) output is also activated for a short period of time. • Guest button - When an external keypad is being used to gain entry, this option allows the "Bell" button on the keypad to be used to momentarily fire a guest buzzer connected to the buzzer (AUX) output of the controller.

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Door Details - AUX Relay Tab

The AUX relay is a programmable output on all door controllers. The various settings below may be enabled to determine the conditions for activating this output. It is an open collector output on the ACT1000 (sometimes called the buzzer output) and is a changeover relay on all other controllers.

The following table describes the data that appears on the *Door Details - Relay* tab.

Field Name	Description
Alarms	The conditions under which an alarm is triggered. • Door forced - If selected, the output is activated if the door is opened without being explicitly commanded to open by the controller. This would typically occur if the locking mechanism is bypassed or if the door is physically forced open. It is reset when a valid card is swiped. • Door ajar - If selected, the output is activated if the door has been open for longer than a predetermined period of time. It is reset once the door is closed or when a valid card is swiped. • Access denied - If selected, the output is activated for 2 seconds if an invalid card is swiped. • Exit denied - If selected, the output is activated for 2 seconds if an invalid card is swiped at an exit reader. • Duress code used - If selected, the output is activated if a duress PIN code is entered. This is when a number 1 greater than the valid PIN is entered in PIN Only or PIN & Swipe operation. • Break Glass - If selected, the output relay is activated when the glass is broken on a Break Glass Monitor.

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Field Name	Description
Normal Access	The conditions under which normal access is permitted. • Access granted - If selected, the output is activated if a valid card is swiped. It remains active while the door relay is active. • Exit granted - If selected, the AUX relay output is activated if a valid card is presented at an exit reader. For an access reader ensure that *Access only* is selected from the *Operations – Door Security* section (see page 217) to activate the main relay on an access event. • Door opened - If selected, the output is activated while the door is open. • Follow main relay - If selected, while the main relay is active, the Aux relay is also active. • Arm Intruder panel - If selected, the AUX relay pulses for the AUX Time when a user with the arm/disarm option presents a valid card or PIN. This output must be wired into an input on the alarm panel which signals arming or disarming (usually called keyswitch). If required, the Arm Intruder Panel output may be toggled instead of pulsed. Turn this option on by setting the AUX output time to zero. For more information, see Door Details - Timers Tab (see page 216).

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Door Details - Reporting Tab

Selections on this tab determine which additional events are logged to the door controller's system event log.

The following table describes the data that appears on the *Door Details - Reporting* tab.

Field Name	Description
Alarms	
Door Ajar	A door ajar event is logged if the door has been open for longer than a predetermined period of time.
Door Forced	A door forced event is logged if the door is opened without being explicitly commanded to open by the controller. This would typically occur if the locking mechanism is bypassed or if the door is physically forced open.
Door Tamper	A door tamper event is logged if the door is tampered with, that is, if the door station or controller is opened.
Mains Fault	A mains fault event is logged if the mains supply fails. This should be ticked for any doors with a monitored power supply.
Read Error	A read error event is logged when an incorrect read occurs on an entry or exit reader. An additional error number may be displayed giving further details on the error.

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Field Name	Description
Door Status	
Exit Button Used	An exit granted (push button) event is logged when a user presses the request-to-exit (egress) switch.
Door Opened	A door opened event is logged when the door is physically opened.
Door Closed	A door closed event is logged when the door is physically closed.
Door Contact	A door opened/closed event is logged when the door contact changes.

4.3.5.4 I/O Modules

About I/O Modules

The I/O (Input/Output) Module (IOM) is an 8 Input/8 Output device that allows the ACT3000 and ACT4000 to receive/send signals from/to other electronic equipment. For example, an IOM could be connected to elevator controls, alarm systems or CCTV switching.

A maximum of 4 IOMs can be connected to any single controller, giving control of up to 32 relays and 32 inputs per ACT3000/ACT4000 (4 times 8).

ACT Install allows you to specify the IOMs that are connected to each controller on the physical network, to enable/disable them and to specify whether or not they should log mains faults.

See Also

I/O Modules Screen (see page 223)

I/O Module Details Screen (see page 224)

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I/O Modules Screen

The *I/O Modules* screen shows a list of I/O modules configured on the system.

The following table describes the search fields and results columns on the *I/O Modules* screen.

Field Name	Description
No	The unique number that identifies this module on the system. (Sortable.)
I/O Module Name	The I/O module's name. Click to view full details for this module on the I/O Module Details Screen (see page 224). (Sortable.)
Local Addr.	The local address of the module at the controller it is connected to. (Sortable.)
Controller	The number of the controller the module is connected to. (Sortable.)
Controller Name	The name of the controller the module is connected to. Click to view full details for this controller on the Controller Details Screen (see page 206). (Sortable.)
Status	The module's current status, for example online or offline. (Sortable.)
Enabled	A green check-mark is displayed for modules that are enabled. (Sortable.)
Inputs	Click to view a list of inputs on this I/O module. For more information, see Inputs Screen (see page 225).
Outputs	Click to view a list of output on this I/O module. For more information, see Outputs Screen (see page 228).

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Click **Add I/O Module** at the top of this page to open a blank I/O Module Details screen (see page 224) from which you can add a new I/O module.

Select the check box for one or more I/O modules in the list area and click **Delete I/O Module** at the bottom of the screen to delete the selected module(s).

Select the check box for one or more disabled I/O modules in the list area and click **Enable** at the bottom of the screen to enable them.

Select the check box for one or more enabled I/O modules in the list area and click **Disable** at the bottom of the screen to disable them.

Click **Floors** at the bottom of the screen to open the *Elevator Floors* screen, where you can specify which I/O module outputs are connected to elevator floors.

Click **Inputs** at the bottom of the screen to open the *Inputs* screen (see page 225), where you can view a list of all the inputs on the system.

Click **Outputs** at the bottom of the screen to open the *Outputs* screen (see page 228), where you can view a list of all the outputs on the system.

I/O Module Details Screen

The following table describes the search fields and results columns on the *I/O Module Details* screen.

Field Name	Description
I/O Module Name	The I/O module's name.
Controller	The controller the module is connected to.
Local Address	The local address of the module at the controller.
Enabled	If selected, the module is enabled.

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Field Name	Description
Mains Fault Report	If selected, the module logs mains faults.

Inputs Screen

The *Inputs* screen shows a list of inputs connected to a selected I/O module.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Inputs* screen. (see page 225)
- The columns on the *Inputs* screen search results area. (see page 226)

4.3.5.4.1.1 Search Fields

Field Name	Description
Search	Enter all or part of the name of the input you want to view and click the **Search** icon ( ). A list of matching records is displayed in the *Search Results* area.
Advanced. Click the drop-down icon ( ) to see the following additional search fields. You can use one or more fields to specify your search criteria.	
Input Number	Enter the number that identifies the input at the I/O module.
Input Name	Enter the input's name.
I/O Module Number	Enter the unique number that identifies the I/O module for this input on the system.

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4.3.5.4.1.2 Results

The following table describes each of the columns on the *Inputs* screen search results area.

Field Name	Description
No	The number that identifies this input at the I/O module. (Sortable.)
Input Name	The input's name. Click to view full details for this input on the Input Details Screen (see page 226). (Sortable.)
I/O No.	The unique number that identifies the I/O module for this input on the system. (Sortable.)
I/O Module Name	The name of the input's I/O module. Click to view full details for this module on the I/O Module Details Screen (see page 224). (Sortable.)
Activates Door	If this input activates a door, the door's name is shown here. (Sortable.)
Activates Output	If this input activates an output, the output's name is shown here. (Sortable.)
Status	The input's status. (Sortable.)

Input Details Screen

The *Input Details* screen has a number of tabs showing different settings for the selected I/O module. For more information on these tabs, click the links below.

- General tab. For more information, see Input Details - General Tab (see page 227).
- Options. For more information, see Input Details - Options Tab (see page 227).
- Actions. For more information, see Input Details - Actions Tab (see page 228).

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Input Details - General Tab

The following table describes the data that appears on the *Input Details - General* tab.

Field Name	Description
Input Name	The input's name. This name appears in the log when the input changes state.
Timer	The amount of time in seconds that the input must remain in a certain state before the change is reported. This prevents a momentary change in the input from causing a false alarm.
Timezone	The time zone during which the input is operational. For more information, see About Time zones (see page 140).

Input Details - Options Tab

The following table describes the data that appears on the *Input Details - Options* tab.

Field Name	Description
Normally Open	If selected, the input is in the normal state when the contact is open and active when the contact is closed.
Supervised	If selected, the IOM checks for tampers and shorts across the input contacts.
Logging	If selected, the input is logged while enabled.
Alarm	If selected, an alarm is triggered when this input becomes active.

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Input Details - Actions Tab

The following table describes the data that appears on the *Input Details - Actions* tab.

Field Name	Description
Activate Output	The selected output is activated when the input activates. When the input deactivates, the output de-activates.
Enable Output	The selected output is enabled when the input activates. When the input deactivates, the output is disabled.
Activate Door	The selected door is activated when the input activates. When the input deactivates, the door de-activates.

Outputs Screen

The *Outputs* screen shows a list of outputs connected to a selected I/O module.

See below for descriptions of:

- The *Simple* and *Advanced* search fields available on the *Outputs* screen. (see page 228)
- The columns on the *Outputs* screen search results area. (see page 229)

4.3.5.4.1.3 Search Fields

Field Name	Description
Search	Enter all or part of the name of the output you want to view and click the **Search** icon ( ). A list of matching records is displayed in the *Search Results* area.

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Field Name	Description
Advanced. Click the drop-down icon ( ) to see the following additional search fields. You can use one or more fields to specify your search criteria.	
Output Number	Enter the number that identifies the output at the I/O module.
Output Name	Enter the output's name.
I/O Module Number	Enter the unique number that identifies the I/O module for this output on the system.

4.3.5.4.1.4 Results

The following table describes each of the columns on the *Outputs* screen search results area.

Field Name	Description
No	The number that identifies this output at the I/O module. (Sortable.)
Output Name	The output's name. Click to view full details for this output on the Output Details Screen (see page 230). (Sortable.)
I/O No.	The unique number that identifies the I/O module for this output on the system. (Sortable.)
I/O Module Name	The name of the output's I/O module. Click to view full details for this module on the I/O Module Details Screen (see page 224). (Sortable.)
Follow Door	If this output follows the state of a door, the door's name is shown here. (Sortable.)

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Field Name	Description
Status	The output's status.
Floor	If this output may be used for elevator control, an elevator icon appears here.

Output Details Screen

The *Input Details* screen has a number of tabs showing different settings for the selected I/O module. For more information on these tabs, click the links below.

- General tab. For more information, see Output Details - General Tab (see page 230).
- Options. For more information, see Output Details - Options Tab (see page 231).
- Actions. For more information, see Output Details - Actions Tab (see page 231).

Output Details - General Tab

The following table describes the data that appears on the *Output Details - General* tab.

Field Name	Description
Output Name	The output's name. This name appears in the log when the output changes state.
Timer	The amount of time in seconds that the output must remain in a certain state before the change is reported. This prevents a momentary change in the output from causing a false alarm.
Timezone	The time zone during which the output is operational. For more information, see About Time zones (see page 140).

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Output Details - Options Tab

The following table describes the data that appears on the *Output Details - Options* tab.

Field Name	Description
Logging	If selected, the output is logged while enabled.
Normally On	If selected, the output is in the normal state when the contact is open and active when the contact is closed.
Elevator Floor	If selected, the output may be used for elevator control.

See Also

About Elevator Groups (see page 146)

Output Details - Actions Tab

An output may be programmed to follow the state of an input or a door.

If a door is selected on this tab, then as that door opens, the output activates. When the door closes, the output de-activates.

Floors Screen

The *Floors* screen shows a list of inputs connected to a selected I/O module.

Field Name	Description
I/O No.	The unique number that identifies the I/O module on the system.
I/O Module Name	The I/O module's name. Click to view details of the module on the I/O Module Details Screen (see page 224).

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Field Name	Description
Output Number	The number of the output.
Output Name	The name of the output. Click to view details of the output on the Output Details Screen (see page 230).
Elevator Floor	If this check box is selected, this output is connected to an elevator floor.

To indicate that an output is connected to an elevator floor, select the *Elevator Floor* check box for that output and click **Save**.

4.3.5.5 Card Configuration

Card Configuration Screen

Card configuration allows you to set parameters for the card codes and formats that will be used on your system.

See Also

Card Configuration - Site Code Tab (see page 233)

Card Configuration - Format Tab (see page 234)

Card Configuration - Mifare Format Tab (see page 234)

Card Configuration - AUX Card Memory Tab (see page 235)

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Card Configuration - Site Code Tab

The following table describes the data that appears on the *Card Configuration - Site Code* tab.

Field Name	Description
Site Code 1	The main site code for the system. The default value is 10-2770-09, which allows use of the standard test card supplied with the controllers. Only cards bearing the site code will be recognized by the system without needing to be learned individually. Entering 00-0000-00 disables the primary site code.
Site Code 2	A secondary site code that allows cards from a different installation to be used on this system. Entering 00-0000-00 disables the secondary site code.
Issue	The system issue level for cards on this system. If issue numbered cards are used, then only cards with an issue number equal to or greater than the system issue level will be accepted. If issue numbering is not used, this field should be zero.
Offset	If a secondary site code is being used, conflict may arise between identically numbered cards on the two systems. To resolve the conflict, an offset may be specified. This is a number that is added to the card number of any card bearing the second site code. For example, an offset of 1000 would mean that card number 1 on the other system is treated as card 1001 on this system. Using a negative value may be used to lower the card number. The offset may be any number from -32768 to 32767.

Click **Write Card** to write the information to a MIFARE card in an External USB reader.

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Card Configuration - Format Tab

The following table describes the data that appears on the *Card Configuration - Format* tab.

Field Name	Description
Overall	The overall number of digits on the card. This allows the controller to tell the difference between a custom format card and a standard format card.
Site Code	The starting digit and length in digits of the site code.
Card Number	The starting digit and length in digits of the card number.
Issue Number	The starting digit and length in digits of the issue number. If issue numbering is not used, this is zero.
Use this format	If selected, the custom card format specified here is used instead of the standard format.
Check built-in formats	If selected, controllers will process standard card formats as well as the custom format

Card Configuration - Mifare Format Tab

This tab allows you to configure *Card Type*, *Reader Operation Bits*, *Data Specification*, *Data Sector Configuration* and *MAD Configuration* for Mifare cards. For more information on these options, please contact your Mifare card supplier.

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Card Configuration - AUX Card Memory Tab

The following table describes the data that appears on the *Card Configuration - Mifare Format* tab.

Field Name	Description
Controller AUX Memory	Some controllers have limited memory, and cannot support some feature combinations. Typically, (in addition to site-coded or batch coded cards) it is only possible to store either a Unique PIN or a Learned card or a Card Number for users. The preferred option should be selected from the displayed list.
Allow Multiple Cards per User	If selected, users may have more than one token assigned on the system. Otherwise, users can have only one valid card at a time.

4.3.5.6 DVRs

About DVRs

DVRs (Digital Video Recorders) allow video data to be recorded and played back. In ACT Enterprise, DVRs may be used to record data from cameras associated with doors.

See Also

DVRs Screen (see page 236)

DVR Details Screen (see page 236)

About Cameras (see page 237)

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DVRs Screen

The following table describes the columns on the *DVRs* screen.

Field Name	Description
ID	The DVR's unique ID in ACT Enterprise.
DVR Name	The DVR's name. Click to view details of the DVR on the DVR Details Screen (see page 236).
DVR Type	The DVR type.
Connection	The IP address and port number for the DVR.

DVR Details Screen

The following table describes the data that appears on the *DVR Details screen*.

Field Name	Description
ID	The DVR's unique ID in ACT Enterprise.
DVR Name	The DVR's name.
DVR Type	The DVR's type.
IP Address	The IP address of the DVR.
IP Port	The listening port of the DVR.
Authentication	The type of authentication used to communicate with the DVR. Options are: *Basic*, *WindowsDefault* or *Windows*.
Username	The username used to authenticate when connecting to the DVR.

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Field Name	Description
Password	The password used to authenticate when connecting to the DVR.
Domain	The domain associated with the supplied username and password.
Test Connection	Click to test the connection to the DVR.

4.3.5.7 Cameras

About Cameras

Cameras may be associated with doors in ACT Enterprise, allowing monitoring of activity at those doors. They may also be connect to DVRs (Digital Video Recorders), to allow video data from the cameras to be recorded and played back.

See Also

Cameras Screen (see page 237)

Camera Details Screen (see page 238)

About DVRs (see page 235)

Cameras Screen

The following table describes the columns on the *Cameras* screen.

Field Name	Description
No	The camera's unique number in ACT Enterprise.
Camera Name	The camera name. Click to view details of the camera on the Camera Details Screen (see page 238).
Camera Address/ID	The IP address for the camera.

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Field Name	Description
DVR Name	The name of the DVR the camera is connected to. Click to view details of the DVR on the DVR Details Screen (see page 236).
Doors	The doors covered by this camera.
Enabled	A green check-mark is displayed for cameras that are enabled.

Camera Details Screen

The following table describes the data that appears on the *Camera Details screen*.

Field Name	Description
ID	The camera's unique ID in ACT Enterprise.
Camera Name	The camera's name.
DVR	The DVR the camera is connected to.
Connection Address	The globally unique identifier (GUID) for the camera. This connection address is relevant for Milestone servers only.
Enabled	If selected, the camera is enabled.
Doors	The *Assigned Doors* list shows a list of doors covered by this camera. To assign a door to the camera, select the door's name in the *Unassigned Doors* list and click the right-arrow (**>**). To un-assign a door, select the door's name in the *Assigned Doors* list and click the left-arrow (**<**).

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4.3.6 Tools

4.3.6.1 System Synchronise Screen

The System Synchronise Wizard allows you to download the entire database to one or more controllers. Synchronising controllers means that all data entered on the controller directly, via its keypad, will be lost. Controllers remain offline during downloads, meaning that they cannot be commanded during this time, nor will they report events. Door stations will have limited functionality during the download. You should only do a download if you are entirely sure it is required.

Follow the on-screen instructions, clicking **Next** between steps and **Finish** at the end.

- **Step 1: Controllers.** This screen indicates whether each controller is up to date or not. Select which controllers you want to download to.
- **Step 2: Downloading.** The progress bar shows the overall progress of the system synchronisation. The message area shows information for each controller.
- **Step 3: Results.** The results of the synchronisation operation are shown: the number of controllers updated and their current statuses.

4.3.6.2 Validation Wizard

The Validation Wizard allows installers to test selected doors, confirming whether they are connected and responding to commands. Only Controllers and Doors that are enabled and online are shown.

Follow the on-screen instructions, clicking **Next** between steps and **Finish** at the end to leave the Wizard.

- **Step 1: Select Objects.** From the tree structure, which shows a list of controllers and the doors connected to each one, select which doors to test.
- **Step 2: Validation Options.** Select which actions to test during validation. Options are: Door Lock, Door Unlock, Door Pass, and Door Normalize.
- **Step 3: Validation.** The Validation screen shows the validation progress: which doors have been validated, and whether they responded to each selected action.
- **Step 4: Finish.** A summary report of the validation tests appears at the end.

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4.3.7 Reports

4.3.7.1 System Status

This screen provides an overview of the statuses of controllers, doors and I/O modules on the system.

This report can be printed or exported using the links at the top-right corner of the screen.

Click the arrow ( ) to the left of a status type to see a list of the components with that status.

4.3.7.2 System Snapshot

This screen provides an overview of the system's operations.

The panel at the top of the screen shows a list of all controllers, doors and I/O devices with summary information about each device and its current status.

The panel at the bottom of the screen shows a list of recent system events, with the time and location of each event, plus summary details.

This report can be printed or exported using the links at the top-right corner of the screen.

4.3.8 Settings

4.3.8.1 About Settings

The *Settings* screen allows you to configure preferred settings/values for a range of functions in ACT Install, such as default options for controllers and doors, interface language and event filters.

See Also

Settings Screen (see page 241)

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4.3.8.2 Settings Screen

The *Settings* screen has a number of tabs showing different settings for ACT Install. For more information on these tabs, click the links below.

- General tab. For more information, see Settings - General Tab (see page 241).
- Controller Settings tab. For more information, see Settings - Controller Settings Tab (see page 242).
- Installation tab. For more information, see Settings - Installation Tab (see page 243).
- Controllers Security tab. For more information, see Settings - Controller's Security Tab (see page 243).
- Default Options - Controller tab. For more information, see Settings - Default Options - Controller Tab (see page 244).
- Default Options - Door tab. For more information, see Settings - Default Options - Door Tab (see page 244).
- Event Filter tab. For more information, see Settings - Event Filter Tab (see page 245).
- Email Notification tab. For more information, see Settings - Email Notification Tab (see page 245).
- Information tab. For more information, see Settings - Information Tab (see page 247).

4.3.8.3 Settings - General Tab

The following table describes the data that appears on the *Settings - General* tab.

Field Name	Description
Language	The language used in the ACT Manage interface.
Export CSV Separator	The separator character used when exporting tabular data from ACT Install. For more information, see Exporting (see page 11).
Auto Logout Time (mins)	The number of minutes after which an idle DB user/operator is logged out.

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Field Name	Description
Confirm deleting Doors in Controller Details	If selected, operators are prompted to confirm door deletion if they de-select the In DB box for a door on the Controller Details - Doors Tab (see page 209). This is to prevent accidental deletions.

4.3.8.4 Settings - Controller Settings Tab

The following table describes the data that appears on the *Settings - Controller Settings* tab.

Field Name	Description
General	Select *Allow International Characters* to allow international characters in the names of controllers. This should only be selected if you are connecting to controllers that correctly display European character sets. If connecting to controllers that display only English characters, leaving this box unchecked prevents unsupported characters from being entered into certain database fields.
Controller	Specify the following controller settings: • Download names - If selected, User, Door, Group and Time zone names are transmitted to controllers during a download. This allows controllers to locally display and print the correct names for logged events. On larger systems, selecting this option may significantly increase the time taken to download the database to the system (System Synchronise (see page 176)). • Global PIN Only - If selected, PIN Only operation is required on the entire system. No readers are connected to the system. • Global PIN & Swipe - If selected, PIN & Swipe operation is required for all doors in the system at all times. PIN & Swipe settings may also be set up individually for each door on the system.

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4.3.8.5 Settings - Installation Tab

The following table describes the data that appears on the *Settings - Installation* tab.

Field Name	Description
Installation Name	The name of the ACT Enterprise installation.
Installation Notes	A description of the installation. This information will be visible in a read-only view to operators of other ACT Enterprise clients.

4.3.8.6 Settings - Controller's Security Tab

The following table describes the data that appears on the *Settings - Controller's Security* tab in ACT Install.

Field Name	Description
Transmit PIN Codes to Controller	If selected, the installer and operator PIN codes are transmitted to all controllers when downloading the database (System Synchronise (see page 176)). If not selected, controller PINs must be administered on an individual basis.
Installer	The PIN code required to access the **Installer** menu on the individual controllers. This menu is used to configure the card format and interfacing aspects of the controller. This is normally a six-digit code with a default value of 999999.
Operator	This is the PIN code required to access the **Operator** menu on the individual controllers. This menu is used to configure the access rights of users on the controller. This is normally a six digit code with a default value of 123456.

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4.3.8.7 Settings - Default Options - Controller Tab

The following table describes the data that appears on the *Settings - Default Options - Controller* tab.

Field Name	Description
Door 1 Options	Specify the default door 1 options for new controllers. These may be customised on a per-controller basis. For more information, see Controller Details - Door 1 Options Tab (see page 210).
Door 2 Options	Specify the default door 2 options for new controllers. These may be customised on a per-controller basis. For more information, see Controller Details - Door 2 Options Tab (see page 211).
Operations	Specify the default operations for new controllers. These may be customised on a per-controller basis. For more information, see Controller Details - Operations Tab (see page 212).

4.3.8.8 Settings - Default Options - Door Tab

This screen shows default options for new doors. These may be customised on a per-door basis.

For more information, see:

- Door Details - Operations tab (see page 217).
- Door Details - AUX Relay tab (see page 219)
- Door Details - Timers tab (see page 216)
- Door Details - Reporting tab (see page 138)

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4.3.8.9 Settings - Event Filter Tab

You may optionally specify an event filter to determine which events are recorded in the memory of individual controllers. If the filter is enabled, only selected events are recorded in the controller log.

The following table describes the data that appears on the *Settings - Event Filter* tab.

Field Name	Description
Enable Filter	If this check box is selected, the filter is enabled.
Events	Which events are logged for controllers.
Log Events from Group	Which door group events are logged for.

4.3.8.10 Settings - Email Notification Tab

The following table describes the data that appears on the *Settings - Email Notification* tab.

Field Name	Description
SMTP Server Settings	Specify details for the SMTP server ACT Enterprise will use to send notification emails. This information can be obtained from the network administrator in charge of email services.
Email Addresses	Specify the From and To email addresses to use on notification emails.

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Field Name	Description
Notification Options	Specify details of when and how notifications should be sent. • Email Header - Notifications will be sent with this subject. • Email Contact - Notifications will include the name specified here. This allows you to specify that messages sent to a shared/generic email address are for the attention of a particular individual. • Timezone - Notifications will be sent when this timezone is active. • Alert Events - Notifications will be sent for the event types selected here.

You can test your settings work by clicking **Send Email** to send a test message to the address specified in the *Email To* field.

Click **Default** to return all email notification settings to ACT defaults.

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4.3.8.11 Settings - Information Tab

The following table describes the data that appears on the *Settings - Information* tab.

Field Name	Description
Client logfiles directory	Specify the full path to the directory in which log files should be saved.
ACT Install logfile	Specify the full path to the ACT Install log file.
ACT Manage logfile	Specify the full path to the ACT Manage log file.
ACT Monitor logfile	Specify the full path to the ACT Manage log file.

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4.4 ACT Server

4.4.1 About ACT Server

ACT Server offers a range of tools for managing the ACT Enterprise database and server. Using this application, you can stop/start the service, assign a new database, upgrade controller firmware, monitor controller communications in great detail, and perform a range of other specialised tasks. Events can be purged, users exported or imported, and simple backups can be done.

See Also

Navigating ACT Client Interfaces (see page 8)

Live System (see page 248)

Database (see page 249)

DB Users (see page 250)

Firmware Upgrade (see page 250)

Monitoring (see page 251)

4.4.2 Live System

This screen displays information about the live ACT Enterprise system.

- *Service* - This area shows information about the ACT Enterprise Windows service. You can check service details and state, and stop and start the service from here. This Windows service must be running in order to use ACT Enterprise. The service normally starts up automatically when the server machine reboots. You can **Stop** and **Start** the service in those exceptional cases where you need to reboot the service. (You can also use the **Restart** option, which stops then starts the service.) When you stop the service, all activity on clients will cease abruptly and all controllers will be disconnected from the software, so you should warn operators before stopping and restarting the service. To check which operators are currently active on the system, use the DB Users screen (see page 250).
- *Server* - This area shows whether the ACT Enterprise server is currently running. If the Windows service has been started, this should show an *Up* status. If it is *Down*, there is a problem. The server can be down if either the Windows hosting service has not started, or if it cannot contact a valid ACT database.

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- *Controllers* - This area shows a list of registered and enabled controllers (and disabled controllers with enabled doors) and their current states. You can click the expand icon (▷) beside a controller name to view a list of doors connected to that controller and their current states.
- *Recent Events* - This area shows the time, location, event type and details for recent events (live).

4.4.3 Database

This screen displays information about the ACT Enterprise database.

- *Database Settings* - This area shows details of the current ACT Enterprise database, including name, status and a summary of the data types and volumes. You can change which database is in use, or create a new database from here. You can also specify a connection string.
- *Tools* - This area allows you to backup or restore an ACT Enterprise database, and to export and import user details.
    - **Backup** - You can perform a limited, emergency backup using this tool. **Warning:** This backup does not store log events, audit events, or user photographs. This backup would allow you to quickly and conveniently restore your system to some stable state before performing a large set of changes. However, it is highly recommended that backups be performed using SQL Server itself, rather than this limited tool.
    - **Restore** - Backups taken using the **Backup** tool can be restored using this tool. Log events, user photographs, and audit events are not backed up, so cannot be restored.
    - **Export Users** - This tool allows you to export the current set of users to a CSV (comma separated value) file. All enabled users are exported. This list of users can be later restored using the **Import Users** tool.
    - **Import Users** - This tool allows you to restore a set of users previously exported, or to import a new set of users. You can choose to delete the existing set of users in the database or to attempt to merge the new list with the existing users. Where an imported user has the same user number as an existing user, the imported user overwrites the existing user.
    - **Export Photos** - This tool allows you to export all user photographs to a folder of your choice.
    - **Purge Log Events** - When the log events table grows large, it has a detrimental impact on system performance. It is highly recommended that you regularly purge the log events table of unwanted, legacy events. You can choose to purge all events, all but events in the last

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one month, all but events in the last three months, or all but events in the last six months. Purging log events can take a considerable amount of time.

4.4.4 DB Users

This screen displays information about the ACT Enterprise operators (database users).

- *DB Users Currently Online* - Displays a list of operators currently online. The particular ACT Enterprise application in use is shown (for example, ACT Manage), plus information on when the operator's logon started, activity duration, PC location and state.
  You can log an operator out by selecting the check box to the left of their name and clicking **Disconnect**. This action cancels any activity the operator is currently performing, abruptly.
- *User's Recent Actions* - Displays information on recent activities performed by the selected operator.

4.4.5 Firmware Upgrade

Updating firmware to the latest available version from the manufacturer is highly recommended.

When you update the firmware on a controller, it shuts down normal operation for the period of the upgrade, which can take several minutes depending on the network conditions. All data about users, cards, and access rights are deleted from a controller when the firmware is updated.

You can optionally unlock doors connected to a controller while the firmware upgrade is in progress to allow users to gain access. If you do not want to leave connected doors unlocked for the duration of the upgrade, only update firmware when you are confident that the controller is not required.

If a firmware upgrade file is available, this screen allows you to select the firmware and which controllers to upgrade. You must have the password required to access the firmware upgrade in order to apply it.

1. Click **Select Firmware** to open a dialog where you can browse to and select the firmware file you are upgrading to.
   Ensure that you have a firmware version later than the version currently on your controller types.
2. In the *Password* field, enter the firmware password (obtainable from ACT). This will be validated when you click **Upgrade Firmware**.

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3. Optionally, you can choose the *Controller Type* to filter the controller list at the bottom of the screen for controllers matching that type.
4. From the controller list at the bottom of the screen, select each controller for which you want to upgrade firmware.

   Note: Controllers must be online in order for you to do an upgrade, but all controllers are listed.
5. To open doors connected to the selected controllers, allowing free access, while the firmware upgrade is in progress, select the *Open doors during upgrade?* check box. If doors are not opened, users will not be able to gain access until the upgrade is complete and data synced to the controller.
6. To automatically sync data to the selected controllers following the firmware upgrade, select the *Do full download when finished flash upgrade?* check box. If you do not select this option, you must manually sync data to the controllers using the System Synchronise tool in ACT Manage or ACT Install (see page 75) following the firmware upgrade.
7. When you are ready, click **Upgrade Firmware**.
   If the password is correct, the controller types match the firmware type, and if they are all online, then the firmware is upgraded.

4.4.6 Monitoring

This screen allows you to select one or more controllers to monitor their communications with the software. This feature can be useful for in-depth trouble-shooting.

- *Controllers* - Displays a list of controllers on the system. You can select particular controllers to monitor/stop monitoring, and specify the number of minutes for which monitoring should last. Results of a trace of the activity between the controller(s) and the software is shown in the *Communications* area.
  If you want to view details from an existing log file, you can select it here too.
- *Communications* - This area shows events as they occur for monitored controllers. You can clear this area by clicking **Clear View**. Details displayed here are also saved into the ServerClient.log log file, available through the **View Files** button. This log file can be sent to ACT for analysis.

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